



CITY COUNCIL AGENDA

March 18, 2025

***THE CITY COUNCIL SHALL HOLD ITS REGULAR MEETINGS IN THE COUNCIL CHAMBER
IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN, BEGINNING AT 7:00 P.M.***

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION: MINISTERIAL ALLIANCE**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA p 4**
- 6. ADMINISTRATION AGENDA p 5**
 - A. City Council Meeting Minutes – March 4, 2025
- 7. PRESENTATIONS / PROCLAMATIONS p 9**
 - A. WAMPO Transportation Plan 2050
- 8. PUBLIC FORUM (Citizen input and requests) p 9**
- 9. APPOINTMENTS p 9**
- 10. OLD BUSINESS p 9**
- 11. NEW BUSINESS p 18**
 - A. Funding Request from Mud Daubers p 18
 - B. Funding Request from Main Street Valley Center p 24
 - C. Request for Sign Waiver for Farmers Market p 28
 - D. Property Tax Abatement Application for Village Coachworks p 31
 - E. Approval of Sign for 69th/Meridian at Roundabout p 61
 - F. RFP – Contract Mowing Services. p 68
 - G. RFP – Turf, Tree and Vegetation Mgt. Services p 88
 - H. Ordinance 1421-25: Speed Limit-North Meridian p 110
 - I. Approval of Concrete Curb and Gutter Replacement on 3rd Street p 115
 - J. Approval Repair of Booster Station Pump #1 p 119
 - K. Executive Session: Consultation with Attorney Deemed Privileged p 123
 - L. MOU - Troilo Family Trust & City of Valley Center
- 12. CONSENT AGENDA p 124**
 - A. Appropriation Ordinance – March 18, 2025 p 125
 - B. Economic Development Board Minutes – p 134
 - C. Planning and Zoning Board Minutes– April 12, 2025. p 136
 - D. Special Use Park Request – VC Library and VC Lions Club - April 19, 2025 p 140

- 13. STAFF REPORTS p 143**
- 14. GOVERNING BODY REPORTS p 154**
- 15. ADJOURN**

All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.

At any time during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel, and security).

This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Clerk in a timely manner, at cityclerk@valleycenterks.gov or by phone at (316)755-7310.

For additional information on any item on the agenda, please visit www.valleycenterks.gov or call (316) 755-7310.

CALL TO ORDER

ROLL CALL

INVOCATION – MINISTERIAL ALLIANCE

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

RECOMMENDED ACTION:

Staff recommends motion to approve the agenda as presented / amended.

ADMINISTRATION AGENDA

A. MINUTES:

Attached are the Minutes from March 4, 2025, regular City Council Meeting as prepared by the City Clerk.

REGULAR COUNCIL MEETING
March 4, 2025
CITY HALL
121 S. MERIDIAN

Mayor Truman called the council meeting to order at 7:00 p.m. with the following members present: Ronald Colbert, Robert Wilson, Clint Bass, Gina Gregory, Dale Kerstetter, Chris Evans and Matt Stamm.

Members Absent: Ben Anderson

Staff Present: Kyle Fiedler, Community Development Director
Rodney Eggleston, Public Works Director
Gage Scheer, City Engineer
Neal Owings, Parks and Public Building Director
Clint Miller, Finance Director
Barry Arbuckle, City Attorney
Kristi Carrithers, City Clerk/HR Director
Brent Clark, City Administrator

Press present: None

APPROVAL OF AGENDA -

Colbert made a motion to approve the agenda as presented. Wilson seconded the motion. Vote: Aye
Unanimous Motion carried.

ADMINISTRATION AGENDA -

FEBRUARY 20, 2025, CITY COUNCIL MINUTES-

Wilson moved to approve the minutes of February 20, 2025, City Council meeting as presented, seconded by Stamm. Vote Aye: Unanimous. Motion Carried.

PRESENTATIONS/PROCLAMATIONS –

A. NORTH MERIDIAN TREE REPLACEMENT PROJECT UPDATE

Parks and Public Building Director Owings introduced Roger Stewart who was closely involved with the tree replacement project for North Meridian. Mr. Stewart reported on the timeline of the full project as well as the types and health of the trees that were removed for the project. Replacement trees are being planted with property owners selecting the appropriate tree. The final trees will be planted this spring. Stamm and Mayor Truman thanked Mr. Stewart for the report. The City of Valley Center has again received the Tree City Designation.

PUBLIC FORUM – None

APPOINTMENTS – None

OLD BUSINESS –

A. ORDINANCE 1420-25; COMPREHENSIVE PLAN ADOPTION

Community Development Director Fiedler presented for final approval Ordinance 1420-25. The ordinance adopts the 2025-2035 Comprehensive Plan for the City of Valley Center.

Stamm moved to approve Ordinance 1420-25 adopting the 2025-2035 City of Valley Center Comprehensive plan for 2nd reading. Motion seconded by Evans. Vote Aye: Unanimous. Motion carried.

NEW BUSINESS-

A. RESOLUTION 779-25

Community Development Director Fiedler led discussion regarding a request from Carmen Martinez-Ortega for annexation of property located at 85th and Hoover. Owners would like to sub-divide the 8.68 acres into smaller 1 – 2 acres lots. Sedgwick county does not allow for smaller lots of that size. This

Resolution is the first step in the process. The resolution if passed will be sent to the County for their review and approval. Then the annexation will come back before Council for formal approval by 2 readings of Ordinance.

Wilson moved to approve Resolution 779-25 regarding the request to Sedgwick County to annex land at Lot 5, Block A in the West Valley Addition. Motion seconded by Bass. Vote Yea: Unanimous. Motion carried.

B. PROFESSIONAL SERVICES AGREEMENT – ABILENE LIFT STATION DESIGN

City Administrator presented an agreement for professional design services with SEH. The project consists of decommissioning the existing lift station on Abilene Avenue, rerouting the existing sanitary sewer to a new lift station site, and designing the lift station parameters for the procurement of a prefabricated lift station (pump, piping, & wet well). Funding for this agreement will be from Sewer Reserves.

Kerstetter moved to approve Professional Design Agreement with SEH for Abilene Lift Station in the amount of \$57,200.00 and authorize Mayor or City Administrator to sign. Stamm seconded the motion. Vote Aye: Unanimous. Motion carried.

C. EXECUTIVE SESSION: PRELIMINARY DISCUSSION CONCERNING THE ACQUISITION OF REAL PROPERTY

Bass moved for Council to recess into executive session for preliminary discussion concerning the acquisition of real property. This will include the Mayor, Council, City Attorney and City Administrator. The open meeting will resume in the City Council Chamber in ten minutes, seconded by Gregory. Vote Yea: unanimous. Motion carried.

Executive Session began at 7:38pm

Executive Session ended at 7:48pm

Bass stated that no official action was taken.

CONSENT AGENDA

- A. APPROPRIATION ORDINANCE – MARCH 4, 2025
- B. DELINQUENT ACCOUNT REPORT-DECEMBER 2024
- C. SPECIAL USE PARK REQUEST-L&H HOMES-APRIL 12, 2025
- D. SPECIAL USE PARK REQUEST-ARK CHURCH-APRIL 2, 2025

Wilson moved, seconded by Kerstetter, to approve the Consent Agenda as presented. Vote Aye: unanimous. Motion carried.

STAFF REPORTS

PUBLIC WORKS DIRECTOR EGGLESTON

Eggleston stated that the department is working on the timing of the lights from Main to 5th Street. He also stated the intersection of Industrial and Meridian Street should reopen on Friday. Closure of Meridian and 65th Street for the roundabout is scheduled for March 17th.

GOVERNING BODY REPORTS-

MAYOR TRUMAN

Truman stated that the Rec Center is awesome. The SAC meeting will be held this Saturday, March 8th at 8:30am in the new Rec Center.

Stamm moved to adjourn, second by Kerstetter. Vote Aye: Unanimous.

ADJOURN -

The meeting adjourned at 7:53 PM.

ADMINISTRATION AGENDA
RECOMMENDED ACTION

A. MINUTES:

RECOMMENDED ACTION:

Staff recommends motion to approve the minutes of March 4, 2025, Regular Council Meeting as presented/ amended.

PRESENTATIONS / PROCLAMATIONS

WAMPO Transportation Plan 2050

PUBLIC FORUM

APPOINTMENTS

OLD BUSINESS



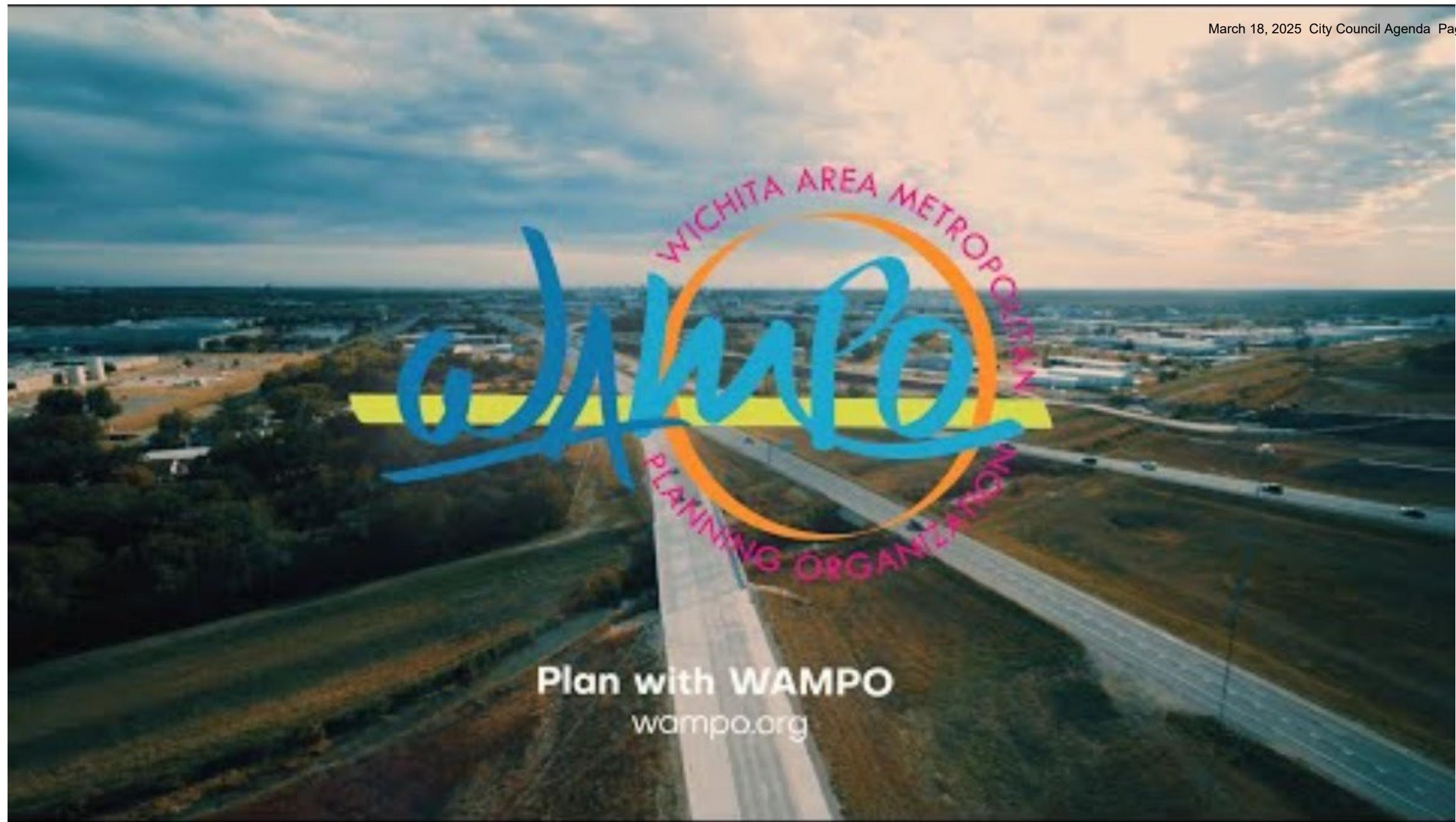
Metropolitan Transportation Plan



2050

Wichita Area Metropolitan Planning Organization (WAMPO)

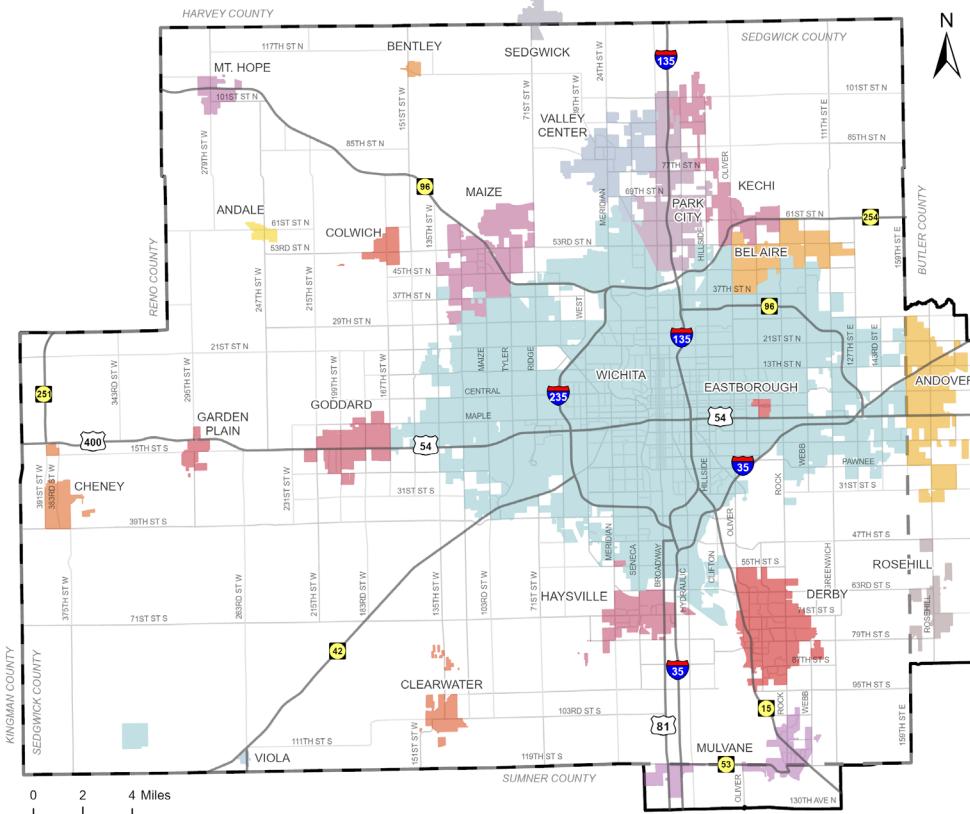
Valley Center City Council
March 18, 2025



<https://bit.ly/About-WAMPO>

WHAT IS WAMPO?

- Metropolitan Planning Organization (MPO) - federally required for urbanized areas over 50,000
- The WAMPO region includes 22 cities, encompasses all of Sedgwick County and portions of Butler and Sumner Counties
- Long-Range and Short-Range Planning



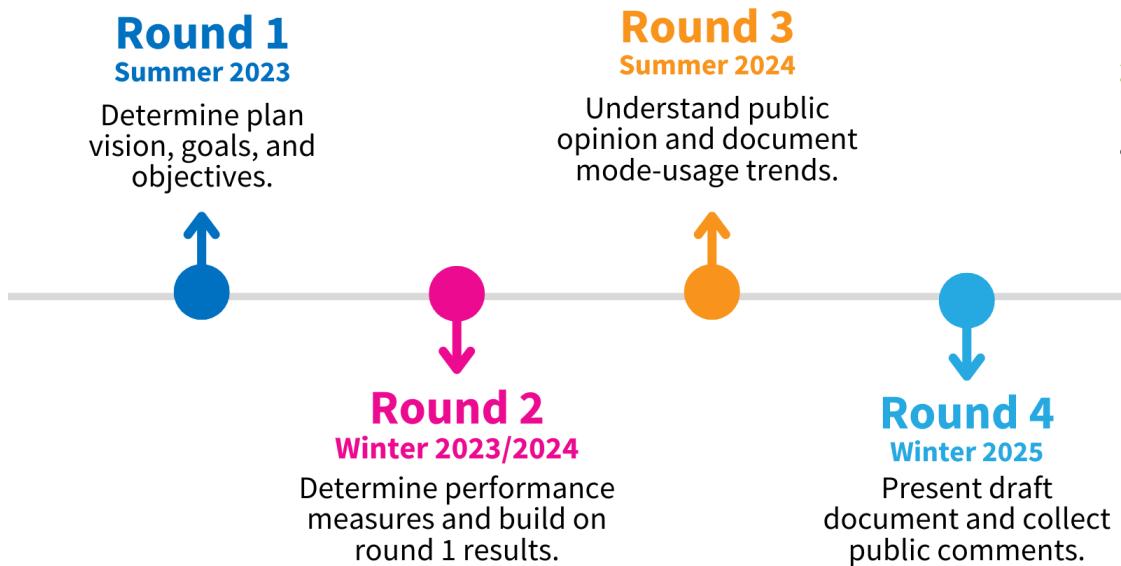
www.wampo.org

Metropolitan Transportation Plan



2050

MTP 2050 Public Engagement Timeline



Status: Round 4 in Progress

METROPOLITAN TRANSPORTATION PLAN

An MTP covers a planning horizon of at least 20 years, with updates every 5 years. WAMPO's MTP is currently going through the update process and the MTP 2050 will be adopted in May 2025. Updating the MTP requires a lot of research, data analysis, public input, and coordination. Serving as a guide for the expenditure of state and federal funds through the year 2050, the plan addresses regional transportation needs that are identified through forecasting current and future travel demand, developing, and evaluating system alternatives, and selecting those options which best meet the mobility needs of the region.

- Vision, Goals, Objectives
- Existing & Future Conditions
- Needs Assessment
- Develop Strategies
- Project Selection & Prioritization
- Project Funding & Implementation
- System Performance Monitoring

www.wampo.org/mtp2050

Metropolitan Transportation Plan 2050 (MTP 2050)



- MTP 2050 sets priorities for transportation including safety, reliable travel times, managing environmental and economic impacts, creating a more equitable transportation system, and improving connectivity for all modes of travel, and then lists projects to potentially utilize available funding.
- MTP 2050 is intended to –
 - Identify transportation policies, strategies, and projects for the future.
 - Project future demand for transportation infrastructure and services.
 - Focus on the systems level, including highways, city streets, public transit, and infrastructure for bicycling & walking/running.
- Contains 7 chapters and 14 appendices

■ MTP 2050 Vision:

- To enhance connectivity in a way that supports equitable development of a safe, reliable, multimodal transportation network that enriches the quality of place within the WAMPO Region.

■ MTP 2050 Goals:

- **Safe & Reliable:** Support transportation improvements, technologies, and programs that increase safety for all system users and improve travel times and ease of travel throughout the region.
- **Equitable & Accessible:** Improve access to all destinations in the WAMPO region by all modes of travel for all people.
- **Connected & Multimodal:** Improve interconnectivity for all system users and all modes of travel.
- **Environmental & Financial Stewardship:** Emphasize environmental protection & efficient use of funds.

CHAPTERS

- Ch. 1 - Plan Purpose & Development
- Ch. 2 - Regional Trends
- Ch. 3 - Existing Conditions
- Ch. 4 - System Management
- Ch. 5 - System Performance Report
 - Federal/regional performance measures (PMs)
- Ch. 6 - Financial Plan
 - How MTP 2050 is fiscally constrained
- Ch. 7 - Project Selection & List
 - MTP 2050 Fiscally Constrained Project List
 - Environmental Justice Analysis

APPENDICES

- Appx A. Plan Development
- Appx B. Public Involvement & Engagement Summary
- Appx C. MTP Amendment Procedures
- Appx D. Project Scoring Model
- Appx E. Cost Estimation Model
- Appx F. Travel Demand Model (TDM) Forecasts
- Appx G. Congestion Management Process
- Appx H. Regional ITS Architecture
- Appx I. Comprehensive Safety Action Plan (CSAP)
- Appx J. Regional Transit Implementation Plan
- Appx K. Active Transportation Plan
- Appx L. Electric Vehicle Network Plan
- Appx M. Commuter Flows
- Appx N. Economic Development Analysis

How to Engage

- Review the draft document on the project website
- Attend MTP 2050 Public Engagement Round 4 events
 - Virtual public meeting: Wednesday, March 12, 2025 – recording available online
 - Open house: Wednesday, March 26, 2025, from 4:00 PM to 6:00 PM, at the Wichita Regional Chamber of Commerce, 350 W Douglas Ave., Wichita, KS, 67202.
- Provide comments on the website or by emailing wampo@wampo.org

www.wampo.org/mtp2050



NEW BUSINESS

A. FUNDING REQUEST FROM MUD DAUBERS:

Sheldon Howell with the Kansas Collegiate League Baseball will address Council requesting funding for the 2025 baseball season. In 2024 the City approved a donation in the amount of \$2,200.00.

- Letter of request

2025 Valley Center Mud Daubers Formal Request for Funds**Prepared For: Valley Center Commission****Prepared By: Sheldon Howell****League Update**

The KCLB is ecstatic about the upcoming 2025 season. This offseason we have had some exciting changes take place across the KCLB landscape. The KCLB will showcase the top talent in the nation in 2025 and play in the SummerBall Showdown National Tournament. As always, we will move forward as one league. A collective effort in doing what is best for the young men that play this great game of baseball.

Team Update

The staff list is as follows: Sheldon Howell-President

Dave Buche- Operations

Jamie Short- Host Family Coordinator

Christopher Browning - Head Coach

Jonathan Applebury – Assistant Coach

Sean Cutler – Assistant Coach

Summer 2024

The Valley Center Mud Daubers are a 501c3 non-profit, and we have attached our financials so that all of you are able to review. EIN 83-2192707. Our goal is to continue to be a household name in the community. As we finish our tenth year in Valley Center, we're excited to grow within the city and the surrounding areas. Last year we conducted our Youth Mini Camp that had over 150 athletes participate. Our players also worked for the city parks and recreation department for the summer months. Our goal is to represent the Mud Daubers and the City in all the events the city would like us to participate in.

Expense Update

Below you will find some of the estimated expenses for our club as cost continue to rise. Additionally, with the new teams coming in and the request of many scouts regarding competition, we needed to add a more diverse schedule to compete on a larger scale.

Kansas Collegiate League Baseball League

Franchise Mud Daubers -Expenses **\$30,170** **\$30,170**

League Fees + Baseballs	\$5,084
Coaching Salary	\$5,000
Facility Rental	\$2,500
Operating Expenses + Game day	\$10,086
Uniforms + Hats	\$3,000
Tournament Expenses- Post Season + Golf Fundraiser	\$2,000
Chamber Dues/ Lunch	\$500
Misc Field & Equipment	\$2,000

Franchise Overview- Adjusted Expenses **\$30,170** **Total = \$30.170**

Kansas Collegiate League Baseball

Franchise Overview - Expenses

League Fees - Total - \$5,084

League Fees \$1800

Insurance \$580

Website \$800

Premier Officiating Assignments \$500

Baseballs \$1,404

Coaching Salary - Total - \$5,000

Summer college teams traditionally hire a head/assistant coach for a stipend.

Facility Rental - Total - \$2,500

The team needs a place to play that is college baseball appropriate. Facility rental varies from \$100 - \$275 per home date. The average cost for a game ready field to play a single 9 in our league is \$200. Some teams do not pay for facility rental which is a significant savings. Mud Daubers 2025=\$2,500

Operating Expenses - Total - \$10,086

Umpires: \$205 - DH / \$105 – Single 9 Mud Daubers (18 home dates) = \$3780

Office Space: \$1,500

All Star Festivities: \$400

Game Day Staff - \$1,906

Operations/GM - \$2,500

Total= \$6,500

Uniforms and Equipment

It is up to the franchise to provide uniforms and equipment. All of the teams in the Kansas Collegiate League provide a complete designer uniform with multiple tops. Teams provide two Dri-fit tops and cap, however, are required to provide their own white/grey pants. Most players in the league have their own equipment, catchers gear and bats. Helmets that meet all safety standards are usually provided by the franchise. Costs for equipment and uniforms vary, depending on the cloth, brand, design, print and quantity.

The Mud Daubers would like to purchase 1 new set of uniform tops.

Tournament Expenses (optional):

Tournament Entry Fee - \$1,600

Golf Tournament Fundraiser - \$500

Franchise Mud Daubers -Income \$23,750 \$23,750

Player Fees 25-28 Players

\$950/player \$23,750

Adjusted Income \$23,750

With rising expenses, we had to raise our player fees, additionally with doing more givebacks and no additional income is confirmed at this time. We are currently recruiting and have 12 guys committed to return in 2024.

Mud Daubers - Overview (-6,420) Current

Formal Ask for Funds

\$5,000 ask-

- This aids in covering the field fee, New Uniform, operating expenses for umpires, indoor practice facility, baseballs, and some coaching fees.

In Return: \$6,000 value

- Season passes for all city employees and their families
- Team Uniforms and one for each of the Commission Members
- Kids Camp – Free for all who participate

\$3,500 ask-

- This aids in covering the field fee, operating expenses for umpires, indoor practice facility, baseballs, and some coaching fees.

In Return: \$4,000 value

- Season passes for all city employees and their families
- Kids Camp – Free for all who participate

We would love the opportunity to continue our support of the city brand and team. We are members of the chamber, and plan to continue to be involved with anything the board would like for us to be present at.

We are striving to become the household Valley Center summer collegiate baseball team that every young ball player in the community strives to play for in his future. We want to give back as much as we can to this community. With volunteering and being positive role models as our staple trait. The Mud Daubers want to provide a safe, and fun atmosphere for all to come and enjoy during the summer months. With your support we can continue this culture at home in Valley Center. Rest assured any dollar awarded to our team will go directly to this initiative and will be put right back into the city of Valley Center and its community.

Thank you for taking the time to consider this proposal, and I look forward to discussing it more in the future.

**Sheldon Howell
President
Valley Center Mud Daubers**

NEW BUSINESS
RECOMMENDED ACTION

A. FUNDING REQUEST FROM MUD DAUBERS:

Should Council choose to proceed

RECOMMENDED ACTION

For discussion and possible motion of funding from Council.

NEW BUSINESS

B. FUNDING REQUEST FROM MAIN STREET VALLEY CENTER:

Main Street Valley Center President Chris Strunk will report on the accomplishments from 2024 and request funding of \$10,000.00 grant for 2025.

- Main Street Valley Center Letter of Request



Chris Strunk, president of the Main Street Valley Center board of directors

Thank you for your support of Main Street Valley Center. We request approval of a \$10,000 grant for 2025. This is included in the community development department's approved budget for 2025 and is the same amount as 2024.

MSVC is starting its 10th year in 2025.

We want to thank **Kyle Fiedler**, the city's community development director, for continuing to guide and assist our group; **Brent Clark, the mayor and city council members** who see the value in a healthy Main Street and support what we're doing; **staff with the city's public works and parks departments** for their help with banners and lights and Christmas trees; **Chris Porter and his crew** for his mowing services and keeping sidewalks clear of weeds; and the chamber of commerce and **Allison Clubb** for partnering with us along the way.

It's an exciting time in historic downtown Valley Center. And we're glad to be a small part of it.

MSVC is committed to the preservation and revitalization of historic downtown Valley Center. We do this by encouraging preservation and maintenance of buildings and infrastructure, assisting retail and service businesses and bolstering community pride and involvement.

We believe when the core of Valley Center does well, everyone in the community benefits.

Here's a look at what MSVC did in 2024:

Our biggest event of 2024 was the farmers market. It ran from May through October, drawing dozens of vendors and hundreds of visitors.

We held a planter contest, giving business owners a chance to take care of the planters on the sidewalks outside of their businesses.

We offered a Main Street Enhancement Grant program. One business took advantage of the program in 2024 and put up a new awning. We offered the business a matching grant up to \$500.

We hosted Hometown Christmas and Movie On Main.

We also partnered with other organizations' events to promote downtown, including the chamber of commerce fall festival and trick or treat street, and the Lions Club car show.

We continued to offer the Veterans Banner program as well as Main Street Bucks, a gift certificate program that benefits all participating businesses in town.

MAIN STREET IMPACT

For every \$1 of municipal investment in Main Street Valley Center in 2024, there was a \$1.02 return in private investment.

WE WANT TO KEEP THINGS GOING in 2025

We will continue to plan fun family events and look for ways to enhance the downtown environment while supporting businesses.

Our plans include:

- Main Street Enhancement Grant program
- Main Street Bucks program
- Veterans Banner project
- Farmers Market
- Beautification through planters and upkeep
- Strengthen community partnerships
- Explore options for a community gathering space
- Hometown Christmas
- Movie on Main

MSVC is excited about the future of historic downtown Valley Center and look forward to making it a more attractive, friendly and vibrant place for residents and visitors.

Board meetings: Noon on the third Friday of the month (usually at City Hall).

Contact: Chris Strunk, 755-0821(W), 519-3952(C), 210 W. Main

NEW BUSINESS
RECOMMENDED ACTION

B. FUNDING REQUEST FROM MAIN STREET VALLEY CENTER:

Should Council choose to proceed

RECOMMENDED ACTION

For discussion and possible motion of funding from Council.

NEW BUSINESS

C. REQUEST FOR SIGN WAIVER FOR FARMERS MARKET:

A request from Main Street Valley Center President Chris Strunk for waiver of placement of signs in the public right-of-way during farmers market has been received.

- Letter from Main Street Valley Center



To: Mayor and city council
From: Main Street Valley Center
RE: Sign regulation

Dear Mayor Truman and city council

Main Street Valley Center hosts a farmers market the first and third Thursdays of each month from May through September.

During the week of the market, we place 20 yard signs around the community to alert residents.

We request that the city council waive the city's sign regulations regarding the placement of signs in public rights-of-way during market weeks. That would allow us to continue to get the word out about the market and provide direction to downtown.

Thank you for your consideration.

Chris Strunk, president of the Main Street Valley Center board of directors
755-0821(W), 519-3952(C), 210 W. Main

NEW BUSINESS
RECOMMENDED ACTION

C. REQUEST FOR SIGN WAIVER FOR FARMERS MARKET:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommend approval to waive the placement in public right-of-way of sign regulations for the Valley Center Main Street sponsored Farmer's Market during market weeks.

NEW BUSINESS

D. PROPERTY TAX ABATEMENT APPLICATION FOR VILLAGE COACHWORKS:

Comm. Dev. Director Fiedler will present information regarding a property tax abatement application submitted by Village Holdings, Inc., which was reviewed by the City's Economic Development Board on March 5, 2025. Based on approval by the Economic Development Board staff recommends motion to approve this abatement.

- Staff Memo
- VCW Application
- Village Coachworks FMv024-3
- VCW Property taxes 2024
- VCW Paid Property taxes



To: Mayor and City Council

From: Kyle Fiedler, *Community Development Director*

Date: March 18, 2025

Re: Village Coachworks (Village Holdings, Inc.) Property Tax Abatement Request

Village Holdings, Inc., Village Coachworks, located at 335 S. Meridian Ave., Valley Center, KS 67147, has submitted a property tax abatement application to the City of Valley Center for approval. This application is being made in conjunction with their expansion project that includes the addition of nearly 6,500 square feet to their building, and the purchase of new machinery. The total valuation of this expansion project is \$1,261,000 and will result in bringing 3 new jobs to the community.

Referencing the City's adopted economic development policy, the applicant is eligible for a **75% rebate of the City portion of general property taxes for an initial term of five (5) years**. This percentage rebate is based on the criteria found on page 26 of the City's economic development policy and is documented in the following table (recommended percentages in **bold** text). In accordance with the policy, a benefit-cost analysis was also completed by the Center for Economic Development and Business Research at Wichita State University. The results are included with this item, page 9 shows the benefit-cost ratio is 1.53:1 for the City, which is above the 1:1 ratio required by policy.

Property Tax Abatement Percentage Chart			
New Capital Investment	\$1M-<\$5M	\$5M-\$10M	>\$10M
	40%	50%	60%
Additional Considerations	Community & Workforce Development Benefits: 25% ➤ <i>Health Care Benefits (at least 50% paid by employer)</i> Regional Growth Plan Sector: 10% ➤ <i>Advanced Manufacturing</i>		

If approved, the company will receive property tax rebate checks for tax years 2026-2029. At the end of the initial five (5) year term, the City will review the tax abatement application again and determine if an additional five (5) year term should be granted to the company. This review, and subsequent additional term approval, will be based on the company's performance in meeting their new jobs, capital investment, and additional considerations performance goals. The City does reserve the right to annually meet with and review the status of this application with the company to determine if the performance goals are being met.

At this time, City staff recommends approval of Village Coach Works property tax abatement application with the following terms: City of Valley Center, using the FY2024 City portion of general property taxes paid, \$5,021.32 as a baseline, will reimburse any increase in the City portion of general property taxes at a 75% rate to Village Coachworks on the parcel of land at 335 S. Meridian, for tax years 2026-2029 with the possibility of an additional five year term (based on the performance by the company) to be reviewed by the City in 2029.



Property Tax Abatement Application Form

1. Name and address of all persons who would be obligated as either Tenant or Subtenant on the bond document. **Village Holdings, Inc., 4255 N. Ridge Rd, Wichita, KS, 67205 (no bond required for this project, however)**
2. Names and addresses of the principal officers and directors of the requesting Tenant and Subtenant: **Jeff Arensdorf, 12011 W. Eberly Ct., Wichita, KS, 67235**
3. A general description of the nature of the business of the requesting Tenant and Subtenant and a list of the principal competition in the local market:
Village Coachworks, LLC, is a division of Village Holdings, Inc. Village Coachworks builds conversion coaches used by Village Travel in the entertainer transportation industry. Nearly all competition in this industry is based in Nashville.
4. A general description of the project and its specific location(s):
We are planning to add over 6,000 square feet to our existing facility located at 335 S. Meridian. We will also be remodeling part of the existing facility and adding CNC equipment for fabrication. More employees will be hired as a result of this expansion.
5. A statement of the projected benefits to the City of Valley Center:
Since coming to town, we have already added 13 employees and nearly \$600,000 in payroll. Several of our employees live in Valley Center.
6. The dollar amount of the bonds requested:
\$0

7. A detailed breakdown of the proposed costs expected to be financed by the bonds, including an estimate of underwriting fees and other miscellaneous expenses:

N/A

8. Name and address of bond counsel for City of Valley Center:

Sarah Steele & Dominic Eck
Gilmore and Bell
100 North Main Street, Suite 800
Wichita, KS 67202
Phone: (316) 267-2091
Email: ssteele@gilmorebell.com or deck@gilmorebell.com

9. Name and address of counsel for Tenant:

N/A

10. Are tax exemption bonds requested? If so, please explain the basis for exemption:

No

11. Administrative fees of the City and annual compliance:

N/A

12. Effects of Proposed Project on the Ambient Air Quality of the City of Valley Center and Sedgwick County:

None

13. Equal Employment Opportunity:

Yes

14. Insurance:

Available on request

15. Real Estate Environmental Site Assessment:

N/A

Application Fee

\$2,500 – Sales Tax Exemption & Property Tax Abatement
 \$1,000 – Sales Tax Exemption Only

I hereby certify that the foregoing and attached information is true and correct to the best of my knowledge.



Applicant Signature



Date



Applicant's Title

CEDBR-FISCAL IMPACT MODEL - FIRM DATA SHEET

COMPANY INFORMATION

VERSION OF ANALYSIS V2 (75%)

Company name or project name	Village Coachworks
Contact name	Jeff Arensdorf
Contact telephone number	
Contact e-mail address	
Company NAICS Code - <i>Please select a NAICS code from the list provided. Model parameters are set based on the NAICS selected.</i>	336999 All other transportation equipment manufacturing
Substitution Override	0.00%
Year of application	2025

SITE LOCATION

Street Address	335 S Meridian	If incentives are being requested for more than one physical location, and these locations are in different taxing jurisdictions, then a separate firm data sheet must be filled out for each location. If the property is located in a special taxing district or industrial zone, please contact CEDBR.
City	Valley Center	
County	Sedgwick	
School District	262 Valley Center Pub Sch	
Special District	Select	

REAL PROPERTY CONSTRUCTION AND IMPROVEMENTS - *If construction is expected to significantly exceed 12-months allocate expenditures to multiple expansions.*

Expansion:	#1	#2	#3	#4	#5	Building: Annualized appreciation / depreciation rate:
Year of expansion	2025					0%
Market value of firm's initial NEW OR ADDITIONAL investment in:						
Land						
Building and improvements	\$1,195,300					
Furniture, fixtures and equipment (including machinery)	\$65,617					
Initial construction or expansion:						
Cost of construction at the firm's new or expanded facility	\$1,195,300	\$0	\$0	\$0	\$0	
Share of materials	50%	50%	0%	0%	0%	Off
Share of salaries	50%	50%	0%	0%	0%	Off
Amount of taxable construction materials purchased in:						
City	\$0	\$0	\$0	\$0	\$0	On
County (should include city amount)	\$597,650	\$0	\$0	\$0	\$0	On
State (should include city and county amounts)	\$597,650	\$0	\$0	\$0	\$0	On
Amount of taxable furniture, fixtures and equipment purchased in:						
City	\$0	\$0	\$0	\$0	\$0	On
County (should include city amount)	\$65,617	\$0	\$0	\$0	\$0	On
State (should include city and county amounts)	\$65,617	\$0	\$0	\$0	\$0	On

OPERATIONS

First Year of Full Operations As a Result of This Project	2023
-----------------------------------------------------------	------

New or additional :	Sales	Purchases
Year 1	\$181,765	\$11,760
Year 2	\$185,400	\$11,995
Year 3	\$189,108	\$12,235
Year 4	\$192,891	\$12,480
Year 5	\$196,748	\$12,730
Year 6	\$200,683	\$12,984
Year 7	\$204,697	\$13,244
Year 8	\$208,791	\$13,509
Year 9	\$212,967	\$13,779
Year 10	\$217,226	\$14,055
Year 11	\$221,571	\$14,336
Year 12	\$226,002	\$14,622
Year 13	\$230,522	\$14,915
Year 14	\$235,133	\$15,213
Year 15	\$239,835	\$15,517
Year 16	\$244,632	\$15,828
Year 17	\$249,525	\$16,144
Year 18	\$254,515	\$16,467
Year 19	\$259,605	\$16,796
Year 20	\$264,798	\$17,132
Automated Assumption (On/Off)	On	On
Percent of these sales subject to sales taxes in the:	Sales	Purchases
City	0.0%	100.0%
County	0.0%	100.0%
State	0.0%	100.0%
Annual net taxable income, as a percent of sales, on which state corporate income taxes will be computed:		10.0%

EMPLOYMENT						
Number of NEW employees to be hired each year as a result of this project	Kansas Total (Net new each year)	#Out-of-State	#Out-of-county (From KS)	Remote Worker (out-of-state)	Weighted AVG Annual Salary	Weighted AVG Bonus & Overtime
Year 1	3	0	0	0	\$60,000	\$0
Year 2		0	0	0	\$61,800	\$0
Year 3		0	0	0	\$63,654	\$0
Year 4		0	0	0	\$65,564	\$0
Year 5		0	0	0	\$67,531	\$0
Year 6		0	0	0	\$69,556	\$0
Year 7		0	0	0	\$71,643	\$0
Year 8		0	0	0	\$73,792	\$0
Year 9		0	0	0	\$76,006	\$0
Year 10		0	0	0	\$78,286	\$0
Year 11		0	0	0	\$80,635	\$0
Year 12		0	0	0	\$83,054	\$0
Year 13		0	0	0	\$85,546	\$0
Year 14		0	0	0	\$88,112	\$0
Year 15		0	0	0	\$90,755	\$0
Year 16		0	0	0	\$93,478	\$0
Year 17		0	0	0	\$96,282	\$0
Year 18		0	0	0	\$99,171	\$0
Year 19		0	0	0	\$102,146	\$0
Year 20		0	0	0	\$105,210	\$0
Automated Assumption (On/Off)		On	On		On	On
Notes	FTE: 40-hours=1; 20-hours=0.5	The assumption will be based on county specific labor slack and historic migration trends.	Only include workers related to this project.	Include future raises (Nominal values)	Include future increases (Nominal values)	

VISITORS - *Include customers, vendors and company employees from other locations in the count of visitors*

Number of ADDITIONAL visitors expected as a result of this project	Out-of-county	In county
Year 1	0	-
Year 2	0	-
Year 3	0	-
Year 4	0	-
Year 5	0	-
Year 6	0	-
Year 7	0	-
Year 8	0	-
Year 9	0	-
Year 10	0	-
Year 11	0	-
Year 12	0	-
Year 13	0	-
Year 14	0	-
Year 15	0	-
Year 16	0	-
Year 17	0	-
Year 18	0	-
Year 19	0	-
Year 20	0	-

PAYMENT BY THE COMPANY TO TAXING JURISDICTIONS - *Such as payments in lieu of taxes*

Firm payments to the:	City	County	State	School District
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				
Year 11				
Year 12				
Year 13				
Year 14				
Year 15				
Year 16				
Year 17				
Year 18				
Year 19				
Year 20				

	Out-of-county	In county
Number of days	0.0	0.0
Number of nights	0.0	0.0

Percent of visitors traveling:	
on business	0%
for leisure	0%

Percentage of visitor's expenditures spent in:		
	Out-of-county	In county
the same city	0%	0%
the same county	0%	0%
in Kansas	0%	0%

Net fiscal impact:
No

CEDBR-FISCAL IMPACT MODEL - INCENTIVE INFORMATION**CONTACT INFORMATION FOR CEDBR REGARDING INCENTIVE AMOUNTS**

Contact name	
Contact telephone number	
Contact e-mail address	

SALES TAX EXEMPTION ON CONSTRUCTION MATERIALS

	Yes/No	% funded by IRB
EXPANSION #1	no	0.0%
EXPANSION #2	no	0.0%
EXPANSION #3	no	0.0%
EXPANSION #4	no	0.0%
EXPANSION #5	no	0.0%

SALES TAX EXEMPTION FOR OPERATIONS

Value of sales tax exemption for OPERATIONS:	City	County	State
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			
Year 14			
Year 15			
Year 16			
Year 17			
Year 18			
Year 19			
Year 20			

PROPERTY TAX ABATEMENT

Property tax abatement - Real property land and buildings	
Number of Years	10
Percentage	75.0%
Property tax abatement - Machinery and equipment	
Number of Years	0
Percentage	0.0%

FORGIVABLE LOANS - Cash value			
Forgivable loans (cash value):	CITY	COUNTY	STATE
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			
Year 14			
Year 15			
Year 16			
Year 17			
Year 18			
Year 19			
Year 20			
INFRASTRUCTURE IMPROVEMENTS - Cash value			
	CITY	COUNTY	STATE
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			
Year 14			
Year 15			
Year 16			
Year 17			
Year 18			
Year 19			
Year 20			

OTHER INCENTIVES - Cash value		CITY	COUNTY	STATE	
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					
Year 7					
Year 8					
Year 9					
Year 10					
Year 11					
Year 12					
Year 13					
Year 14					
Year 15					
Year 16					
Year 17					
Year 18					
Year 19					
Year 20					
STATE PROGRAMS - Cash value		HPIP	PEAK	TRAINING	OTHER
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Year 6					
Year 7					
Year 8					
Year 9					
Year 10					
Year 11					
Year 12					
Year 13					
Year 14					
Year 15					
Year 16					
Year 17					
Year 18					
Year 19					
Year 20					

CEDBR-FISCAL IMPACT MODEL - RESULTS



1845 Fairmount St.
Wichita, Kansas 67260-0121
(316) 978-3225

DATE OF ANALYSIS 2/19/2025
TIME OF ANALYSIS 3:50 PM



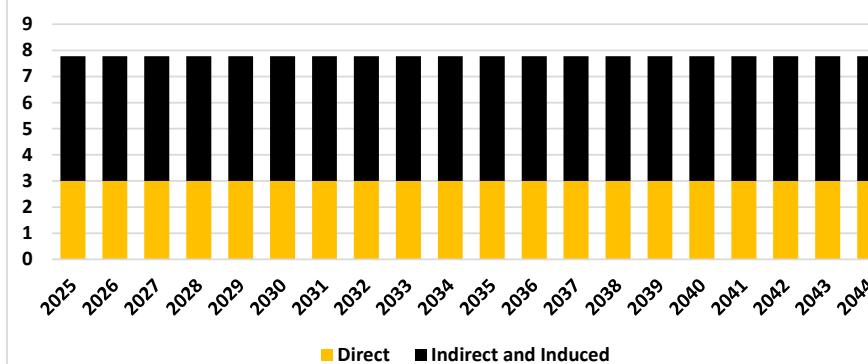
FIRM IMPACT

FIRM SUMMARY		
Company Name	Village Coachworks	
	10-year period	20-year period
Number of new jobs	3	3
Amount of payroll	\$2,063,498	\$4,836,667
Amount of capital investment	\$1,260,917	\$1,260,917
Land	\$0	\$0
Buildings	\$1,195,300	\$1,195,300
Machinery and Equipment	\$65,617	\$65,617
Substitution percentage	0.0%	OVERIDDEN
Firm NAICS code	336999 All other transportation equipment	

VERSION OF ANALYSIS V2 (75%)

	Construction	Firm	
	Total	10-year period	20-year period
Jobs			
Direct	10	3	3
Total	18	8	8
Payroll earnings			
Direct	\$597,650	\$2,063,498	\$4,836,667
Total	\$980,325	\$4,786,491	\$11,219,134
Multiplier			
Jobs	1.81	2.59	2.59
Earnings	1.64	2.32	2.32

Total Employment Impact



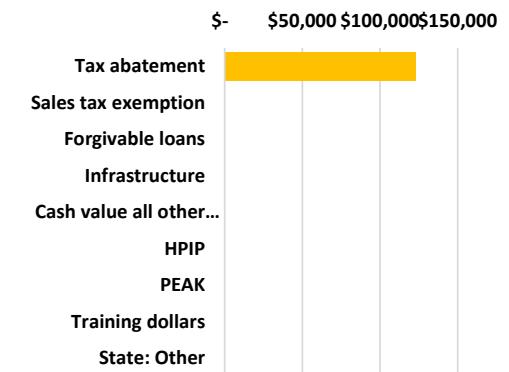
Total Impact by Industry



FISCAL IMPACT

INCENTIVE SUMMARY					
	City	County	State	School District	Special District
	Valley Center	Sedgwick	Kansas	262 Valley Center Pub Sch	Select
Tax abatement	\$ 122,925	\$ -	\$ -	\$ -	\$ -
Sales tax exemption	\$ -	\$ -	\$ -		
Forgivable loans	\$ -	\$ -	\$ -		
Infrastructure	\$ -	\$ -	\$ -		
Cash value all other incentives	\$ -	\$ -	\$ -		
HPIP			\$ -		
PEAK			\$ -		
Training dollars			\$ -		
State: Other			\$ -		
Total	\$ 122,925	\$ -	\$ -	\$ -	\$ -

Share by Type



TAX ABATEMENT PARAMETERS	
<i>Real Property</i>	
Number of years	10
Percentage	75.0%
<i>Personal Property</i>	
Number of years	0
Percentage	0.0%

Share of Incentives - by Government Entity

Valley Center

	City		County		State	
	Valley Center		Sedgwick		Kansas	
	10-year period	20-year period	10-year period	20-year period	10-year period	20-year period
Present value of net benefits	\$54,522	\$168,416	\$82,742	\$141,015	\$613,909	\$1,060,415
<i>Rate of Return on Investment</i>						
Net public benefits	\$54,522	\$168,416	\$82,742	\$141,015	\$613,909	\$1,060,415
Public costs	\$102,232	\$102,232	\$0	\$0	\$5,928	\$10,130
ROI	53.3%	164.7%	NA	NA	10356.8%	10468.2%
<i>Benefit-Cost Ratio</i>						
Public benefits	\$156,753	\$270,648	\$82,742	\$141,015	\$619,837	\$1,070,544
Public costs	\$102,232	\$102,232	\$0	\$0	\$5,928	\$10,130
Benefit-Cost Ratio	1.53	2.65	NA	NA	104.57	105.68

A 10-year period accounts for a business or economic cycle. Estimates beyond that period of time include increased risk and decreased accuracy due to market volatility and changes in public policy.

A benefit-cost ratio over 1 equates to public benefits being greater than public costs during the period.

	School District		Special District	
	262 Valley Center Pub Sch		Select	
	10-year period	20-year period	10-year period	20-year period
Present value of net benefits	\$47,831	\$81,772	\$0	\$ -
<i>Rate of Return on Investment</i>				
Net public benefits	\$47,831	\$81,772	\$0	\$0
Public costs	\$7,335	\$12,535	\$0	\$0
ROI	652.1%	652.4%	NA	NA
<i>Benefit-Cost Ratio</i>				
Public benefits	\$55,166	\$94,306	\$0	\$0
Public costs	\$7,335	\$12,535	\$0	\$0
Benefit-Cost Ratio	7.52	7.52	NA	NA

In the preparation of this report, the Center for Economic Development and Business Research assumed that all information and data provided by the applicant or others is accurate and reliable. CEDBR did not take extraordinary steps to verify or audit such information, but relied on such information and data as provided for purposes of the project.

This analysis requires CEDBR to make predictive forecasts, estimates and/or projections (hereinafter collectively referred to as "FORWARD-LOOKING STATEMENTS"). These FORWARD-LOOKING STATEMENTS are based on information and data provided by others and involve risks, uncertainties and assumptions that are difficult to predict. The FORWARD-LOOKING STATEMENTS should not be considered as guarantees or assurances that a certain level of performance will be achieved or that certain events will occur. While CEDBR believes that all FORWARD-LOOKING STATEMENTS it provides are reasonable based on the information and data available at the time of writing, actual outcomes and results are dependent on a variety of factors and may differ materially from what is expressed or forecast. CEDBR does not assume any responsibility for any and all decisions made or actions taken based upon the FORWARD-LOOKING STATEMENTS provided by CEDBR.

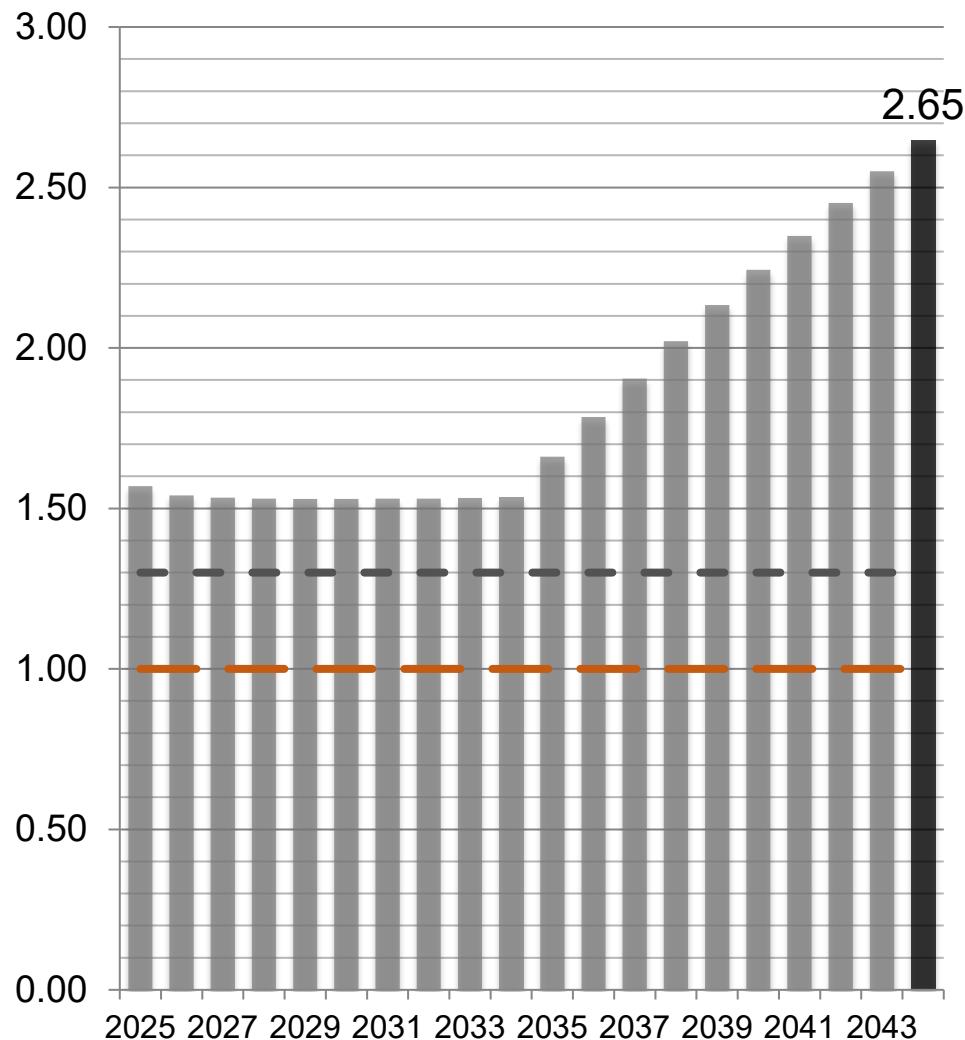


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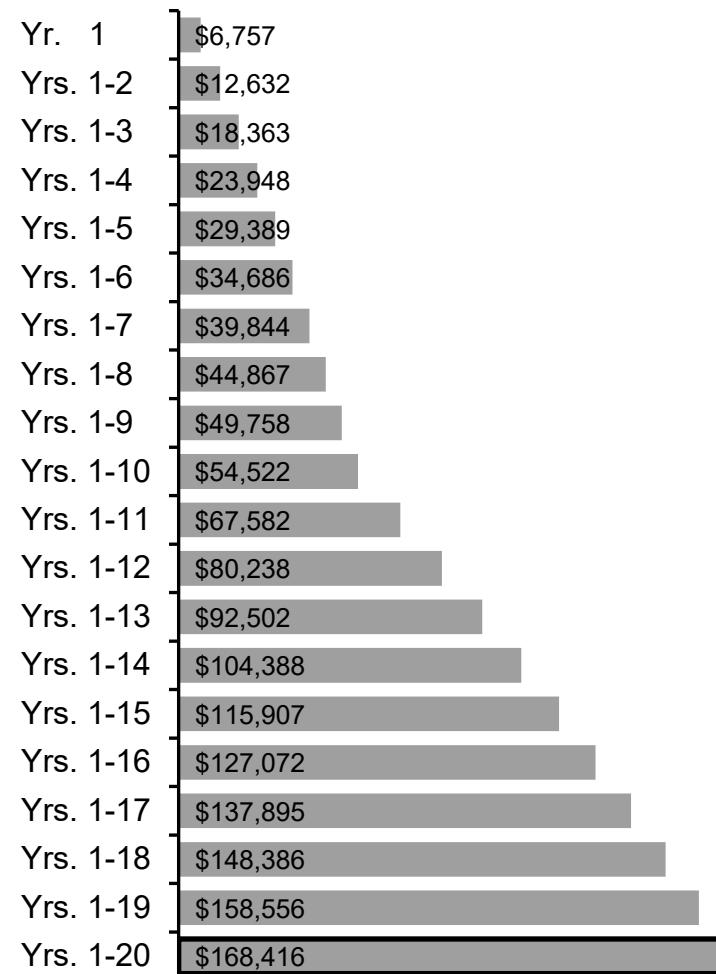
Project or Company Name: Village Coachwoks
 2/19/2025

Valley Center - Total

Benefit-Cost Ratio



Present Value of Net Benefits



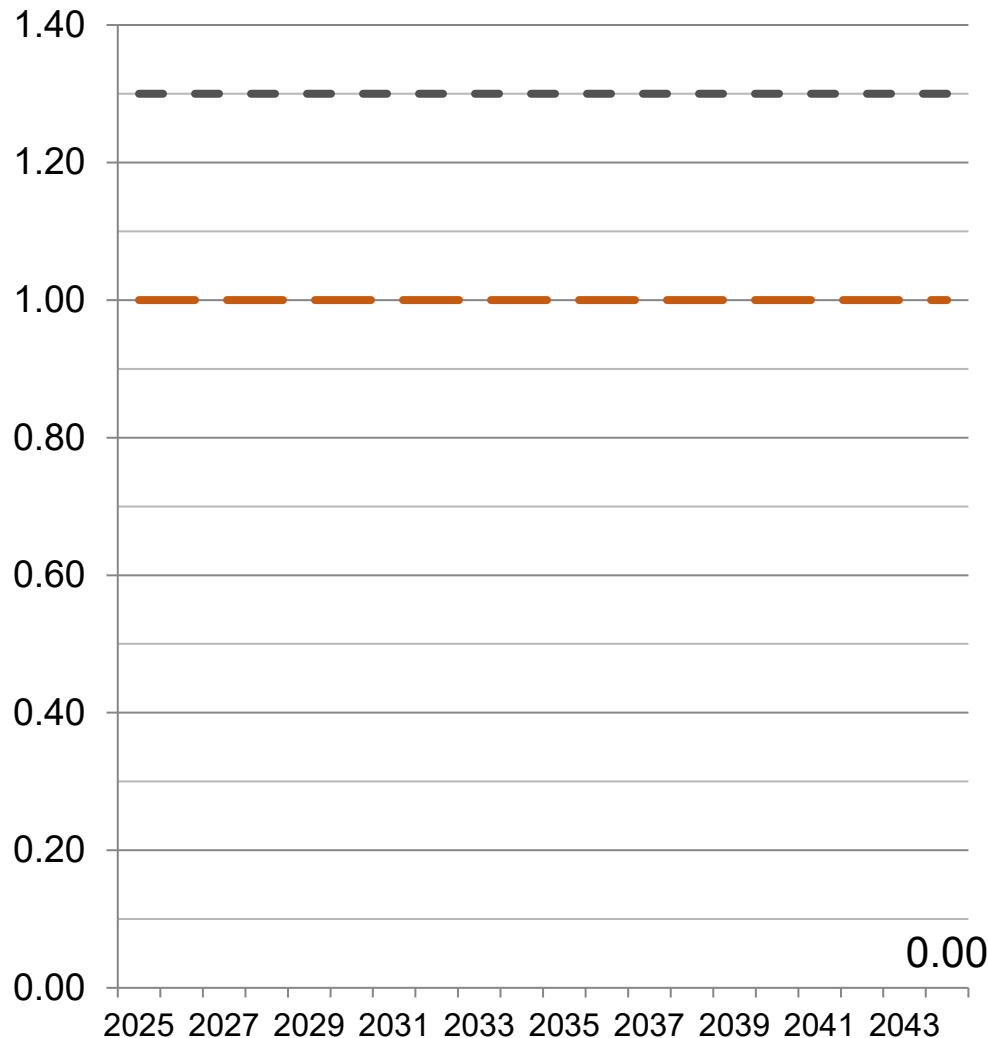


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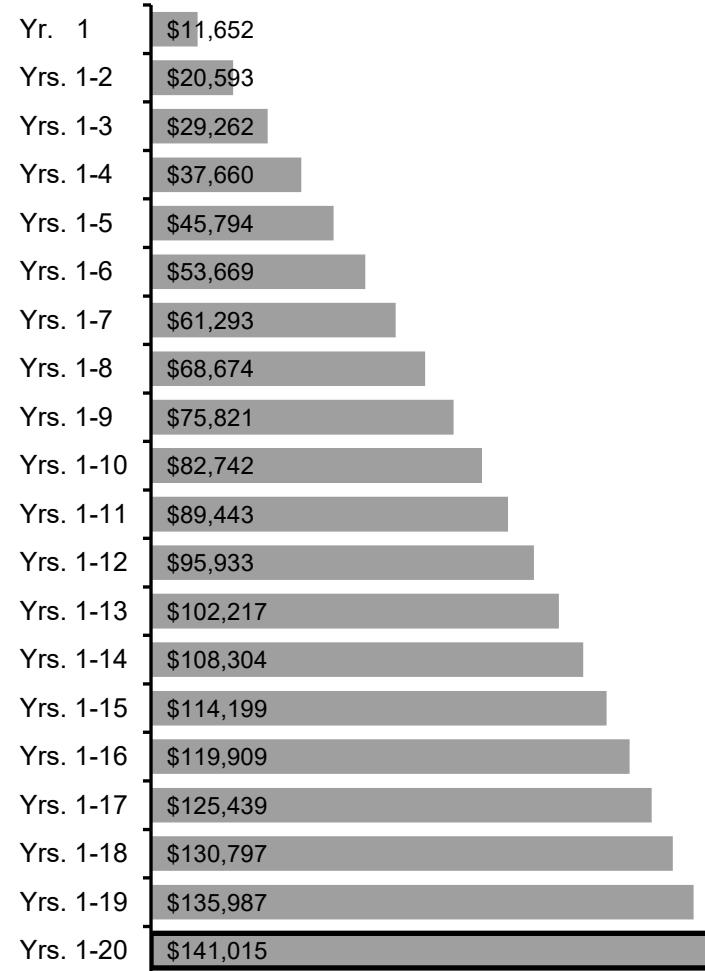
Project or Company Name: Village Coachwoks
 2/19/2025

Sedgwick

Benefit-Cost Ratio



Present Value of Net Benefits



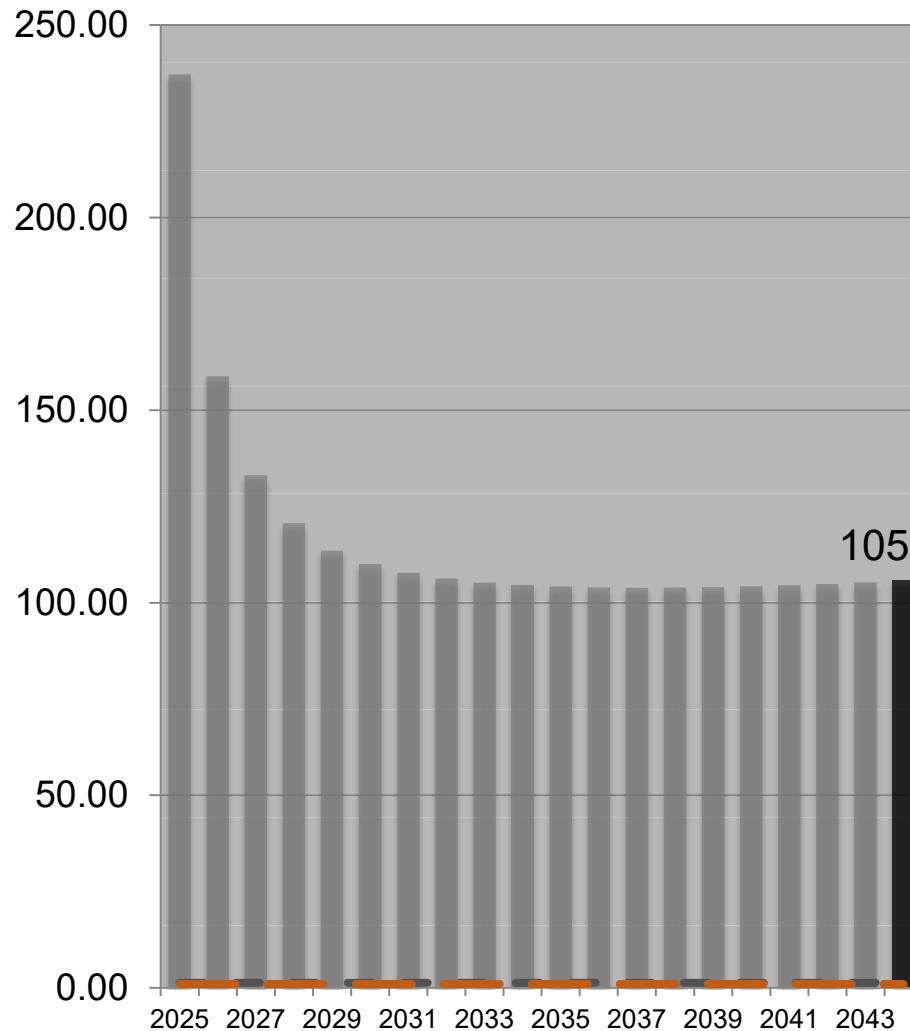


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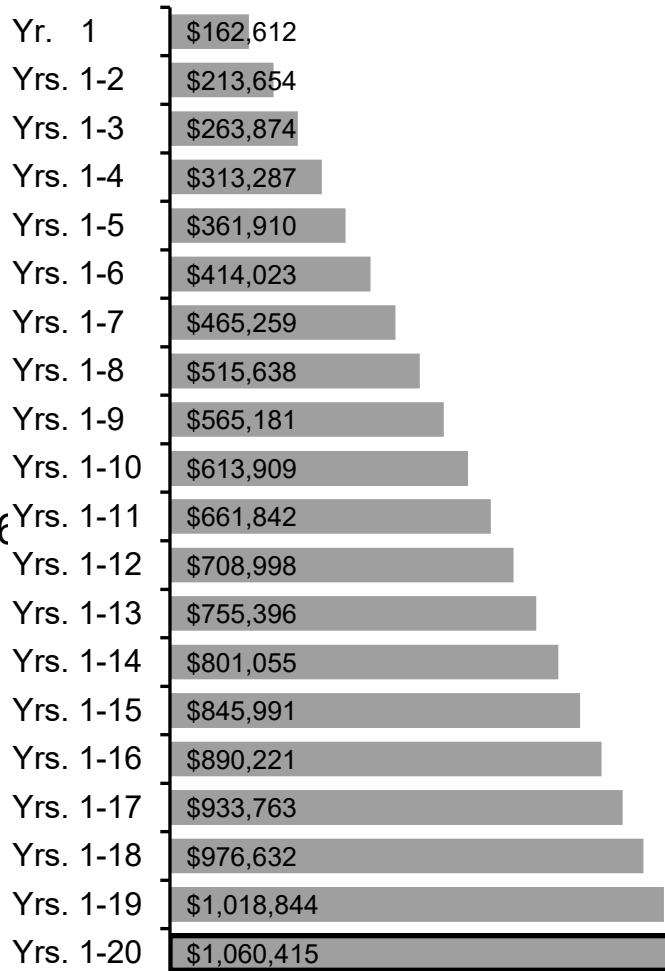
Project or Company Name: Village Coachwoks
 2/19/2025

Kansas

Benefit-Cost Ratio



Present Value of Net Benefits



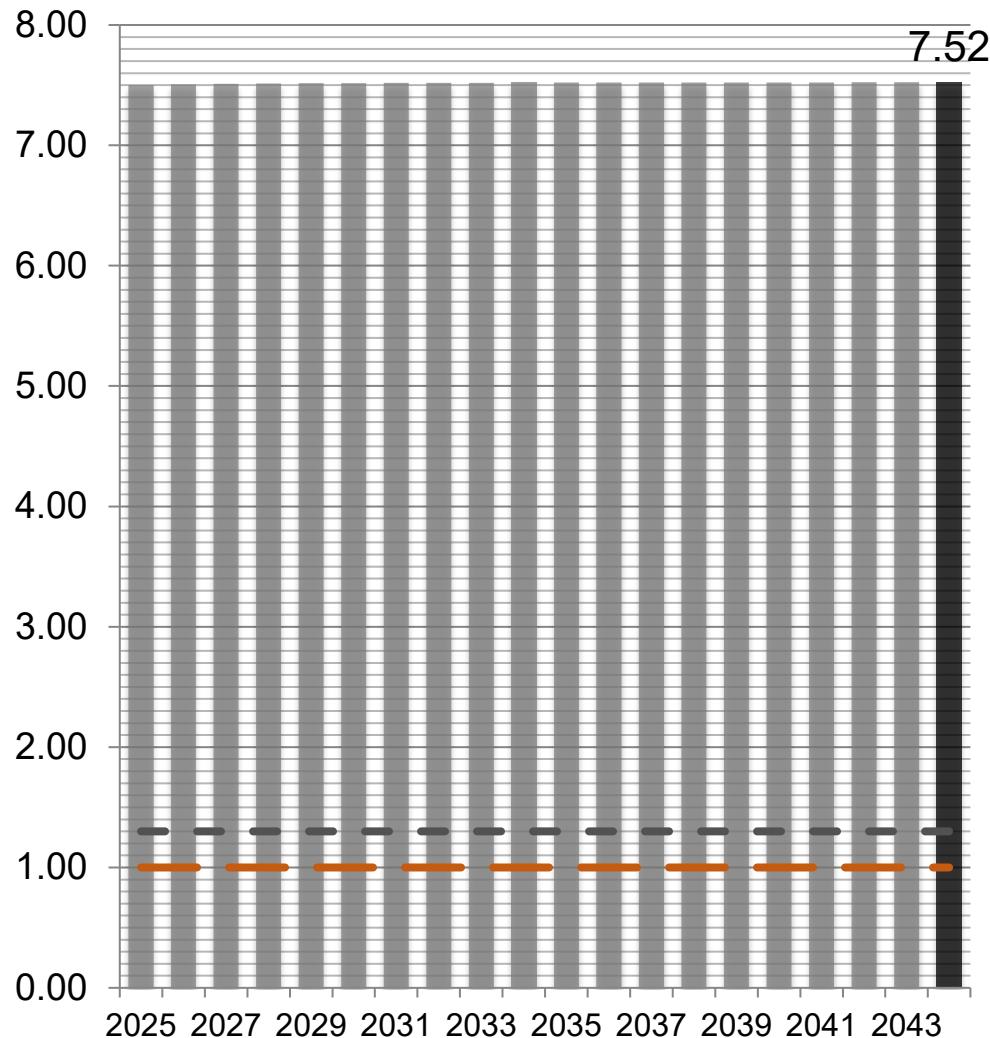


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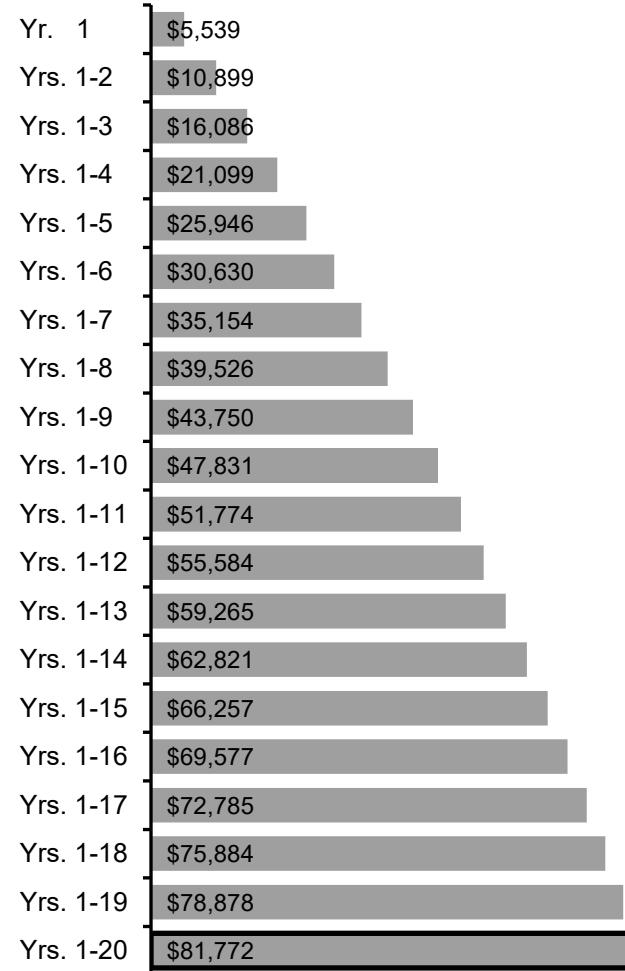
Project or Company Name: Village Coachwoks
2/19/2025

262 Valley Center Pub Sch

Benefit-Cost Ratio



Present Value of Net Benefits





Home

335 S MERIDIAN AVE VALLEY CENTER

Property Description

Property Type	Commercial & Industrial
Legal Description	PT RES B COMM SE COR LOT 11 WESTFALL'S SUB TH S 129 FT TO POB TH W 263.09 FT S 122.40 FT SELY 148.46 FT E 102.10 FT NELY 49.33 FT NELY 40.17 FT E 21 FT N 211.80 FT M/L TO BEG ORG TOWNSITE VALLEY CENTER
Property Address	335 S MERIDIAN AVE, VALLEY CENTER, KS 67147
Owner	VILLAGE VC LLC
Mailing Address	4255 N RIDGE RD WICHITA KS 67205-8821
Geo Code	VC VC00305000B
PIN	00316073
AIN	037360410700700
Quick Ref ID	R5181
Tax Unit	6501 250 VALLEY CENTER U-262VCVC, G
Land Use	3640 Warehouse-office combination
2025 Market Land Square Feet	60,683
2025 Total Acres	1.39
2025 Total Ag Acres	0.00
2025 Appraisal Value	\$389,500
2025 Assessment Value	\$97,375

Commercial Building Characteristics

Building	Units	Built	Sq. Ft.
1-VILLAGE COACHWORKS (Storage Warehouse)		1975	8,000
1-VILLAGE COACHWORKS (Storage Warehouse)		1975	1,728

1-VILLAGE COACHWORKS
(Storage Warehouse)

1977

1,728

More Details[Documents/Reports](#)**Property Value Estimates**

2025 Appraised Value	\$389,500
2025 Value Method	OVR
Override Reason	Sales Estimate
Method	Value
Cost Estimate	\$396,690
Market Estimate	\$0
MRA Estimate	\$0
Weighted Estimate	\$0
Indexed Estimate	\$0

Commercial Economic Unit Characteristics

Economic Class	C	
Economic Unit Name	1-VILLAGE COACHWORKS	
Primary AIN / PIN	037360410700700	00316073
Economic Unit Total Land Area	60,683	
Economic Unit Total Land Value	\$103,400	
Land \$ / Sq Ft	\$1.70	
Economic Unit Total Value	\$389,500	
Economic Unit Total Parcel Count	1	
Economic Unit Total Cost Value	\$396,690	
Economic Unit Total Income Value	\$393,200	
Economic Unit Total Market Value	\$389,500	

Associated Parcels with the Economic Unit

PIN	Quick Ref ID	AIN

00316073

R5181

087037360410700700

* Information on the property card is as of January 1st

Appraisal Values

Year	Class	Land	Improvements	Total	Change
2025	Commercial / Industrial		\$103,400	\$286,100	\$389,500 +6%
2024	Commercial / Industrial		\$64,600	\$302,000	\$366,600 +23%
2023	Commercial / Industrial		\$144,200	\$153,100	\$297,300 +13%
2022	Commercial / Industrial		\$144,200	\$118,100	\$262,300 +7%
2021	Commercial / Industrial		\$144,200	\$101,000	\$245,200
2020	Commercial / Industrial		\$144,200	\$101,000	\$245,200 +8%
2019	Commercial / Industrial		\$144,200	\$82,800	\$227,000 -6%
2018	Commercial / Industrial		\$144,200	\$96,400	\$240,600 +5%
2017	Commercial / Industrial		\$144,200	\$85,700	\$229,900 +6%
2016	Commercial / Industrial		\$144,200	\$73,500	\$217,700

Assessment Values

Year	Class	Land	Improvements	Total	Change
2025	Commercial / Industrial	\$25,850	\$71,525	\$97,375 +6%	

2024	Commercial / Industrial	\$16,150	\$75,500	\$91,650	+68%
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2023	Commercial / Industrial	\$16,164	\$38,275	\$54,439	-17%
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2022	Commercial / Industrial	\$36,050	\$29,525	\$65,575	+7%
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2021	Commercial / Industrial	\$36,050	\$25,250	\$61,300	
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2020	Commercial / Industrial	\$36,050	\$25,250	\$61,300	+8%
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2019	Commercial / Industrial	\$36,050	\$20,700	\$56,750	-6%
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2018	Commercial / Industrial	\$36,050	\$24,100	\$60,150	+5%
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2017	Commercial / Industrial	\$36,050	\$21,425	\$57,475	+6%
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2016	Commercial / Industrial	\$36,050	\$18,375	\$54,425	
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2024 Tax Year Special Assessments

Project	Description	Principal	Interest	Total
2639 F	COUNTY SOLID WASTE SOLID WASTE USER FEE	\$0.00	\$0.00	\$31.25
	Totals:	\$0.00	\$0.00	\$31.25

Tax Billings

Tax Year	Tax Rate	General Tax	Specials Tax	Interest	Fees	Total	Paid	Balance
2024	150.240000	\$13,769.49	\$31.25	\$0.00	\$0.00	\$13,800.74	\$13,800.74	\$0.00
2023	150.930000	\$8,216.48	\$0.00	\$0.00	\$0.00	\$8,216.48	\$8,216.48	\$0.00

2022	151.118000	\$9,909.58	\$7.11	\$74.38	\$0.00	\$9,991.07	\$9,991.07	\$0.00
2021	151.302000	\$9,274.81	\$6.81	\$69.61	\$0.00	\$9,351.23	\$9,351.23	\$0.00
2020	150.667000	\$9,235.90	\$6.71	\$104.35	\$16.00	\$9,362.96	\$9,362.96	\$0.00
2019	150.579161	\$8,545.38	\$6.71	\$0.00	\$0.00	\$8,552.09	\$8,552.09	\$0.00
2018	150.230000	\$9,036.35	\$5.58	\$0.00	\$0.00	\$9,041.93	\$9,041.93	\$0.00
2017	150.718000	\$8,662.52	\$5.58	\$0.00	\$0.00	\$8,668.10	\$8,668.10	\$0.00
2016	151.910000	\$8,267.71	\$4.58	\$82.72	\$0.00	\$8,355.01	\$8,355.01	\$0.00
2015	152.928000	\$8,323.12	\$4.58	\$66.18	\$0.00	\$8,393.88	\$8,393.88	\$0.00

Tax Authorities

Tax Authority	Tax Rate
0101 STATE	1.500000
0201 COUNTY	28.701000
0516 CITY OF VALLEY CENTER	54.788000
0605 USD 262	13.499000
0605 USD 262 SC	5.605000
0605 USD 262 SG	20.000000
0710 USD 262 BOND	19.148000
0805 USD 262 REC COMM	6.999000
Total: 150.240000	


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Home

335 S MERIDIAN AVE VALLEY CENTER

Property Description

Property Type	Commercial & Industrial
Legal Description	PT RES B COMM SE COR LOT 11 WESTFALL'S SUB TH S 129 FT TO POB TH W 263.09 FT S 122.40 FT SELY 148.46 FT E 102.10 FT NELY 49.33 FT NELY 40.17 FT E 21 FT N 211.80 FT M/L TO BEG ORG TOWNSITE VALLEY CENTER
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Geo Code	VC VC00305000B
PIN	00316073
AIN	037360410700700
Quick Ref ID	R5181
Tax Unit	6501 250 VALLEY CENTER U-262VCVC, G
Land Use	3640 Warehouse-office combination
2025 Market Land Square Feet	60,683
2025 Total Acres	1.39
2025 Total Ag Acres	0.00
2025 Appraisal Value	\$389,500
2025 Assessment Value	\$97,375

Commercial Building Characteristics

Building	Units	Built	Sq. Ft.
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1-VILLAGE COACHWORKS (Storage Warehouse)		1975	1,728

1-VILLAGE COACHWORKS
(Storage Warehouse)

1977

1,728

More Details[Documents/Reports](#)**Property Value Estimates**

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2025 Value Method	OVR
Override Reason	Sales Estimate
Method	Value
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Market Estimate	\$0
MRA Estimate	\$0
Weighted Estimate	\$0
Indexed Estimate	\$0

Commercial Economic Unit Characteristics

Economic Class	C	
Economic Unit Name	1-VILLAGE COACHWORKS	
Primary AIN / PIN	037360410700700	00316073
Economic Unit Total Land Area	60,683	
Economic Unit Total Land Value	\$103,400	
Land \$ / Sq Ft	\$1.70	
Economic Unit Total Value	\$389,500	
Economic Unit Total Parcel Count	1	
Economic Unit Total Cost Value	\$396,690	
Economic Unit Total Income Value	\$393,200	
Economic Unit Total Market Value	\$389,500	

Associated Parcels with the Economic Unit

PIN	Quick Ref ID	AIN
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00316073

R5181

087037360410700700

* Information on the property card is as of January 1st

Appraisal Values

Year	Class	Land	Improvements	Total	Change
2025	Commercial / Industrial		\$103,400	\$286,100	\$389,500 +6%
2024	Commercial / Industrial		\$64,600	\$302,000	\$366,600 +23%
2023	Commercial / Industrial		\$144,200	\$153,100	\$297,300 +13%
2022	Commercial / Industrial		\$144,200	\$118,100	\$262,300 +7%
2021	Commercial / Industrial		\$144,200	\$101,000	\$245,200
2020	Commercial / Industrial		\$144,200	\$101,000	\$245,200 +8%
2019	Commercial / Industrial		\$144,200	\$82,800	\$227,000 -6%
2018	Commercial / Industrial		\$144,200	\$96,400	\$240,600 +5%
2017	Commercial / Industrial		\$144,200	\$85,700	\$229,900 +6%
2016	Commercial / Industrial		\$144,200	\$73,500	\$217,700

Assessment Values

Year	Class	Land	Improvements	Total	Change
2025	Commercial / Industrial	\$25,850	\$71,525	\$97,375 +6%	

2024	Commercial / Industrial	\$16,150	\$75,500	\$91,650	+68%
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2023	Commercial / Industrial	\$16,164	\$38,275	\$54,439	-17%
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2022	Commercial / Industrial	\$36,050	\$29,525	\$65,575	+7%
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2021	Commercial / Industrial	\$36,050	\$25,250	\$61,300	
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2020	Commercial / Industrial	\$36,050	\$25,250	\$61,300	+8%
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2019	Commercial / Industrial	\$36,050	\$20,700	\$56,750	-6%
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2018	Commercial / Industrial	\$36,050	\$24,100	\$60,150	+5%
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2017	Commercial / Industrial	\$36,050	\$21,425	\$57,475	+6%
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2016	Commercial / Industrial	\$36,050	\$18,375	\$54,425	
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2024 Tax Year Special Assessments

Project	Description	Principal	Interest	Total
2639 F	COUNTY SOLID WASTE SOLID WASTE USER FEE	\$0.00	\$0.00	\$31.25
	Totals:	\$0.00	\$0.00	\$31.25

Tax Billings

Tax Year	Tax Rate	General Tax	Specials Tax	Interest	Fees	Total	Paid	Balance
2024	150.240000	\$13,769.49	\$31.25	\$0.00	\$0.00	\$13,800.74	\$13,800.74	\$0.00
2023	150.930000	\$8,216.48	\$0.00	\$0.00	\$0.00	\$8,216.48	\$8,216.48	\$0.00

2022	151.118000	\$9,909.58	\$7.11	\$74.38	\$0.00	\$9,991.07	\$9,991.07	\$0.00
2021	151.302000	\$9,274.81	\$6.81	\$69.61	\$0.00	\$9,351.23	\$9,351.23	\$0.00
2020	150.667000	\$9,235.90	\$6.71	\$104.35	\$16.00	\$9,362.96	\$9,362.96	\$0.00
2019	150.579161	\$8,545.38	\$6.71	\$0.00	\$0.00	\$8,552.09	\$8,552.09	\$0.00
2018	150.230000	\$9,036.35	\$5.58	\$0.00	\$0.00	\$9,041.93	\$9,041.93	\$0.00
2017	150.718000	\$8,662.52	\$5.58	\$0.00	\$0.00	\$8,668.10	\$8,668.10	\$0.00
2016	151.910000	\$8,267.71	\$4.58	\$82.72	\$0.00	\$8,355.01	\$8,355.01	\$0.00
2015	152.928000	\$8,323.12	\$4.58	\$66.18	\$0.00	\$8,393.88	\$8,393.88	\$0.00

Tax Authorities

Tax Authority	Tax Rate
0101 STATE	1.500000
0201 COUNTY	28.701000
0516 CITY OF VALLEY CENTER	54.788000
0605 USD 262	13.499000
0605 USD 262 SC	5.605000
0605 USD 262 SG	20.000000
0710 USD 262 BOND	19.148000
0805 USD 262 REC COMM	6.999000
Total: 150.240000	


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NEW BUSINESS
RECOMMENDED ACTION

D. PROPERTY TAX ABATEMENT APPLICATION FOR VILLAGE COACHWORKS:

Should Council choose to proceed

RECOMMENDED ACTION

Staff recommend final approval of Village Coachworks property tax abatement application under the following terms: City of Valley Center, using the FY2024 City portion of general property taxes paid, \$5,021.32 as a baseline, will reimburse any increase in the City portion of general property taxes at a 75% rate to Village Coachworks, LLC, a division of Village Holdings, Inc. on the parcel of land at 335 S. Meridian for tax years 2026-2029 with the possibility of an additional five year term (based on the performance by the company) to be reviewed by the City in 2029.

NEW BUSINESS

E. APPROVAL OF SIGN FOR 69TH/MERIDIAN AT ROUNDABOUT:

Parks and Public Buildings Director Owings and City Administrator Clark will request approval of design/installation of welcome sign to be placed at the 69th/Meridian Roundabout. Miracle Signs has submitted welcome sign design and contract proposal.

- Staff Memo
- Design artwork
- Proposal



March 18, 2025

To: Mayor Truman & Members of Council

From: Brent Clark, City Administrator & Neal Owings, Director of Park & Public Buildings

Subject: Authorization Request – City Entrance Monument Sign

Recommendation

The Park & Public Buildings Department requests approval to construct a new City Welcome Sign at the 69th & Meridian Roundabout for \$62,974.86 and seek authorization for the Mayor to sign the contract proposal.

Background

As part of ongoing roadway improvements to Meridian Avenue and efforts to enhance city entrances, this project continues the City Welcome Sign initiative. The goal is to create a visually appealing gateway, clearly define city boundaries, and ensure consistent City/School branding.

This installation will be the third and final monument sign in the planned series and will be placed within the roundabout at the intersection of Meridian Avenue and 69th Street North.

Financial Consideration

Funding for this project has been allocated within the Meridian Avenue Street Improvement Project budget.

Attachments

- Proposed Welcome Sign design and contract proposal.

MIRACLE
SIGNS

George Lay Signs Inc.

316.262.0433 | (800) 888.0433 | laysigns@laysigns.com
1016 North Waco | Wichita KS, 67203-3999

DESIGNED FOR | CITY OF VALLEY CENTER

CLIENT APPROVAL

Job No. 241148

X



SPECs FILE NAME: Z:\Shared\Jobs\City of Valley Center\locations\Art\ValleyCenter_RndaboutSign

Sketch:Ideas for a sign in the Round A Bout

COLORS (proof only colors may not match final output)

<input type="checkbox"/> V.C. (yellow)	<input type="checkbox"/> White
<input type="checkbox"/> V.C. (purple)	<input type="checkbox"/> Dk Grey or Flat Blk
<input type="checkbox"/> Black	<input type="checkbox"/>

DATE: 02/25 SKETCH:241148

ADDRESS | 121 S. Meridian

SALESPERSON | Mary Wilson

SCALE | 3/8" = 1'

MIRACLE
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<input checked="" type="checkbox"/> V.C. (yellow)	<input type="checkbox"/> White
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<input type="checkbox"/> Black	<input type="checkbox"/>

DATE: 02/25 SKETCH:241148

ADDRESS | 121 S. Meridian

SALESPERSON | Mary Wilson

SCALE | 3/8" = 1'



George Lay
Signs

MIRACLE SIGNS:
3611 N. Broadway, Wichita, KS 67219

P: 316.832.1177 W: MiracleSigns.biz

GEORGE LAY SIGNS INC:
1016 N Waco Ave, Wichita, KS 67203

P: 316.262.0433 W: MiracleSigns.biz

PROPOSAL

241148-01

Date: 02/17/2025

Expires: 03/03/2025

Drawing Numbers:

Project: City of Valley Center / Monument in round-a-bout
121 S Meridian
PO Box 188
Valley Center, KS 67147

Client: City of Valley Center
121 S Meridian
PO Box 188
Valley Center, KS 67147

Contact: Brent Clark 308-870-2150 c / 316-755-7310 o bclark@valleycenterks.org

We are pleased to offer this proposal for the following services at the above location.

Project Description:	Item Total:
MONUMENT SIGN (HIVE) OPTION	\$62,974.86
Furnish and install 20' x 7' double face monument sign with fabricated openings and LED border lighting. Flat cut out aluminum octagon shapes bonded to the sign. Black matte vinyl applied to the sign for the darker octagon shapes. Two sets of 9" tall internally lighted channel letters with white faces, trim cap and returns and wired to power supplies mounted inside the cabinet. Install vertically on both sides of the cabinet. Two 42" x 51" internally lighted logo capsules with white acrylic faces and purple vinyl decoration with yellow trim cap and returns. Reveal painted per specs. Monument primed and painted satin black. Dig pier hole and set pole. Pour 4" concrete pad for sign to sit on. Install sign and bring electrical out the bottom for final connection by others. ELECTRICAL SERVICE TO THE SITE BY OTHERS	
SIGN PERMIT - City and County - billed at cost	\$0.00
Deposit Rate: 50% Deposit: \$31,487.43	Subtotal: \$62,974.86
	Total: \$62,974.86

Job Start Payment at time of order: 50%

Balance Due on Completion: 50%

Payment Terms: All amounts owed by Customer to Miracle Signs pursuant to this Quote or otherwise, are due and payable upon receipt of Miracle Signs' invoice. All sales, property, excise and other applicable state and local taxes will be added to the pricing otherwise established under the Quote and will be paid by Customer. Customer is required to provide a payment method (, ACH, check, cash). Miracle Signs also has the ability to accept and process credit cards, but additional charges may apply. Customer hereby authorizes Miracle Signs to debit/charge Customer's account using the payment method on file, as applicable, for the amount specified in each Miracle Signs invoice at any time following Miracle Signs' presentation of such invoice to Customer.

Salesperson: Mary Wilson

Buyer _____ Seller _____

NEW BUSINESS
RECOMMENDED ACTION

E. APPROVAL OF SIGN FOR 69TH/MERIDIAN AT ROUNDABOUT:

Should Council choose to proceed

RECOMMENDED ACTION

Staff recommend acceptance of proposed design and installation of sign at 68th/Meridian Roundabout from Miracle Signs in the amount of \$62,974.86, authorize Mayor or City Administrator to sign.

NEW BUSINESS

F. RFP – CONTRACT MOWING SERVICES:

Parks and Public Buildings Director Owings will present Request for Proposals and request approval to solicit bids for Contract Mowing Services. Deadline for all proposals is April 4th.

- Staff Memo
- Request for Proposals



March 18, 2025

To: Mayor Truman & Members of Council
From: Neal Owings – Director of Parks & Public Buildings
Subject: Approval to solicit RFP for Contract Mowing Services

BACKGROUND

The City is responsible for maintaining public parks, green spaces, and municipal properties that require regular lawn maintenance. Regular lawn care is essential to ensure that these areas remain aesthetically pleasing and safe for residents. The contract approved in 2021 for these services has expired, and a competitive solicitation process is necessary to secure the most qualified vendor at a cost-effective rate.

PROPOSAL

We seek approval from the City Council to solicit a Request for Proposals (RFP) for professional mowing services of city-owned properties. This will allow us to obtain qualified bids and ensure the continued upkeep of our public properties. The purpose of this RFP is to contract a qualified vendor who can provide these services efficiently while adhering to best environmental practices and industry standards.

FINANCIAL CONSIDERATION

Funding for these services will be allocated from the existing maintenance budget. Proposals submitted through the RFP process will be evaluated to ensure competitive pricing and cost-effective service delivery.

RECOMMENDATION

We request the City Council's approval to move forward with soliciting an RFP for Contract Mowing Services.



REQUEST FOR PROPOSALS (RFP)
Contract Mowing Services
2025

Proposal Deadline: Friday April 4th 10:00am.

Overview

The City of Valley Center, KS is seeking proposals for Mowing Services for a 3-year contract with the option to extend up to 3 additional years, approved on an annual basis by the governing body. Contractor must not only be capable of performing the attached scope of work, but also take pride in their finished product, follow all applicable federal, state, and local laws, ordinances and regulations and best practices per industry standards. The Contractor must currently be in the business of providing mowing services work for a minimum of at least five (5) consecutive years. Services to commence upon execution of contract.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected contractor will be required to:

- Execute a Mowing Services Agreement with the City of Valley Center upon award.
- Furnish and maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000). Certificate of insurance must include the City of Valley Center as additional insured.
- Provide documentation for years in business – minimum of at least 5 consecutive years.
- Provide three (3) professional references as specified.
- Bid submission must also include a separate page (Word document or Excel spreadsheet) with itemized costs for each property /service and extended price.

No Contractor who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Valley Center complies with all Equal Employment Opportunity requirements.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 16 &17). All costs are to be final.

Proposal must include a minimum of three (3) professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Questions from contractors shall be accepted until 5pm, Wednesday April 2nd by the Parks & Public Buildings Director – Neal Owings via email or phone 316-755-7320. Emails shall be submitted to parks@valleycenterks.gov.

Completed proposals must be received at City Hall no later than April 4th, 2025, 10:00 am. Proposals must delivered in a sealed envelope to: City of Valley Center, City Hall, 121 S. Meridian P.O. Box 188; Valley Center, KS 67147, clearly marked “**RFP – Contract Mowing Services.**” Emailed proposals will NOT be accepted.

NOTE: The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

Selection of Contractor

The City of Valley Center reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the City, to be within an acceptable, competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the City. In addition, the City may request that Bidders provide a best and final offer. The City may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

A contract will be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments. The City may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

Proposal Requirements and Examination of Work to be Performed.

The contractor is expected to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and is encouraged to visit the site to become familiar with the working conditions and the exact nature and extent of the work considering any special or unusual features unique to each location. By submitting

a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

GENERAL INFORMATION

Section 1

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for additional requirements, discussion is encouraged.

SCOPE OF SERVICES, BACKGROUND, AND PURPOSE

Section 2

This scope of work pertains to the requirements of maintaining Turf Grass and Right-of Way areas (ROW) and Rough-cut areas at various locations in the City. As part of the response to this RFP, bidders, if awarded may be required to submit weekly documentation showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain quality appearances for the properties included.

The Contractor shall furnish all labor and materials necessary to perform the Mowing Services in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the areas and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7:00am to 7:00pm, Saturday or Sunday by written permission only from the City. It is expected that the selected Contractor will have to work around scheduled activities, events and the general public using the parks and at public properties and adjust their schedules accordingly.

2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor to determine schedule specification of the contracted scope of services.

This contract is based cost per each mowing. Should the need to exceed these totals arise, either party may notify in writing, their requests for additional mowing services.

Estimate for Total Mowings per Year:

- Cool Season Turf - 30 to 36 per year.
- Warm Season Turf - 22 to 28 per year.
- Rough Cut/ROW Areas - 10 to 15 per year.

* For proposal submission: please use the following number of mowings for each property when submitting bid proposals.

- Cool Season Turf - 32 mowings per year.
- Warm Season Turf - 24 mowings per year.
- Rough Cut/ROW Areas - 12 per year.

2.3 SPECIFICATIONS

The mowing areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. Due to environmental and weather conditions, the contractor may be asked to increase/decrease frequency of services to accommodate the growth rate of turf for all or individual properties. The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will require the contractor return to the property to correct the issue. Issues that arise that require the contractor correct an issue, the Property Manager will notify in writing to the contractor that they must correct the issue as soon as possible within 48 hours of written notice. Failure to correct an issue may result in a reduction to the Contractor's monthly invoice.

Mowing Services Standards and Specifications

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a. Contractor shall replace, at no additional cost to the City, any turf, plant materials, irrigation system components, facility or building infrastructure, roadway signage, hydrants or other city infrastructure or any other City property damaged because of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be reported immediately and repaired/replaced within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of the City.
- b. Contractor is NOT responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

2. CONTRACTOR RESPONSIBILITIES

- a. Contractor will provide staff that are able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding safety, hazardous materials spill response, turf, mowing, lawn care maintenance, ROW maintenance and all applicable safety practices and procedures. The City reserves the right to demand the replacement of

Contractor's staff who do not meet the City's standards for safety, professionalism, or horticultural knowledge.

- b.** Provide emergency contact phone numbers and email addresses of the crew lead and supervisor(s) in charge of contracted maintenance personnel.
- c.** Attend meetings and site inspections of the grounds and properties as requested.
- d.** Establish a schedule/chart for regular maintenance activities by area and submit to the Parks & Public Buildings Department for review. Contractor to review proposed schedules with the Contract Manager at the regularly scheduled meetings and adjust as necessary to avoid conflicts.
- e.** Contractor is responsible for coordinating times irrigation systems need to be off with the Contract Manager or his/her designee.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a.** Maintenance shall consist of turf/mowing services consistent with good horticultural practices necessary to ensure normal, vigorous, and healthy growth of turf and mowed areas.
- b.** All turf and ROW areas shall be mowed with professional quality turf mowing equipment.
- c.** Properties identified as Cool Season Turf shall be mowed at a height within the following **range of 3.5" to 4.0" tall** and not remove more than 1/3rd of the height of the grass in one cutting.
 - **Peak Growth (Spring & Fall): Mow every 5–7 days.**
 - **Summer (Heat Stress Period): Mow every 7–10 days to reduce stress and allow for deeper root growth.**
- d.** Properties identified as Warm Season Turf shall be mowed at a height within the following **range or 2.0" to 4.0" tall** and not to remove more than 1/3rd of the height of the grass in one cutting.
 - **Peak Growth (Late Spring to Early Fall): Mow every 6–8 days.**
 - **Transition Periods (Spring & Fall): Mow every 8–10 days as growth slows.**
 - **Buffalo Grass - Mow at 3"-4". Raise mowing height in summer (closer to 3.5"-4") to improve drought tolerance.**
 - **Bermuda Grass – Mow at 2"- 2.5". Raise mowing height in summer closer to 2.5" to improve drought tolerance.**
- e.** Properties identified as ROW and Rough-Cut Areas shall be mowed at a height **range of 3.5 to 5.0 inches tall as deemed aesthetically appropriate for the location and growing conditions. Mow every 10-14 days.**

- f. All trash, sticks or waste items on properties must be picked up by the contractor prior to commencement of mowing. Any trash, sticks or waste items mowed over is the responsibility of the contractor to be cleaned up on the same day of mowing.
- g. Contractor will alternate mowing direction where feasible every mowing and blow clippings away from roadways, buildings and facilities, tree mulch rings and garden areas.
- h. For Safety, mower chutes must be affixed and in the down position.

C. MOWING CLASSIFICATION, FREQUENCY & SCHEDULE

2.4 MOWING SCHEDULE - PROPERTIES AND LOCATIONS

PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED

Areas shaded Red = Warm Season Turf

Areas shaded Green = Cool Season Turf

Areas shaded Blue- Rough Cut & Right of Way (ROW)

(measurements are approximate)

LOCATIONS	AREA DESCRIPTION	SCOPE OF SERVICES
<p>Booster Station - 6201 N. Meridian 14,332 sq.ft.</p>		<p>Warm Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)</p>

<p>Veterans Park – 337 S. Meridian 35,280 sq.ft.</p>		<p>Cool Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)</p>
<p>Water Tower - 531 W. Industrial 41,011 .ft.</p>		<p>Cool Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)</p> <p>**map is incomplete and needs to include mowing maintenance out to the roads on each side of the water tower, except on the east side which needs to include maintenance along the abutting fence line of the truss company.</p>
<p>City Hall 121 S. Meridian 5,368 sq.ft.</p>		<p>Cool Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)</p>

<p>Emporia Blvd. Median - 5th to Main St.</p> <p>1.8 acres/78,408 sq.ft.</p>		<p>Warm Season Turf -Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)</p>
<p>Public Safety Bldg. 616 E. 5th Street</p> <p>1.05 acres/45,705 sq.ft.</p>		<p>Cool Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.) Edging can be done every other week.</p> <p>**Map is incomplete – needs to include mowing maintenance west of Emporia to abutting property line and also include mowing maintenance from pump station east to bridge along 5th Street .</p>

Lions Park – 316 S. Abilene
includes Community Center/Library

Cool season turf - 2.48 acres/108,028 sq.ft.

Warm season turf – 3.1 acres/135,036 sq.ft.



Cool Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.) Edging can be done every other week.

Warm Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.).

Arrowhead Park – 1035 Parkway Dr.

3.4acres/148,104sq.ft.



Warm Season Turf - Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)

Cemetery 9638 N. Meridian

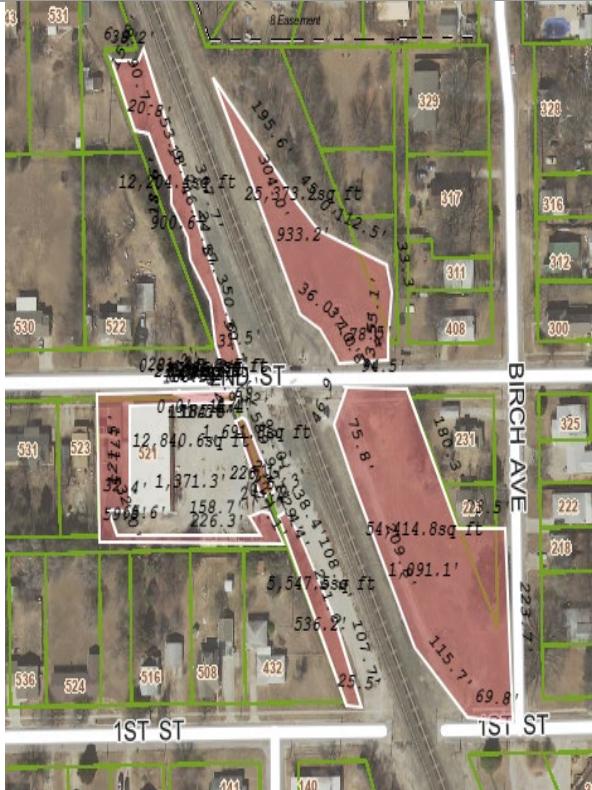
4.8 acres/209,088 sq.ft.



Warm Season Turf -Mowing, trimming, edging, and blowing (around culverts, headstones/footstones, parking lots, around trees, structures/buildings, etc.)

Railroad Lots & Old Public Works Bldg. – lots on north and south side of 2nd Street adjacent to tracks & 521 W. 2nd.

**Warm season turf – 2.57
acres/112,295 sq.ft.**

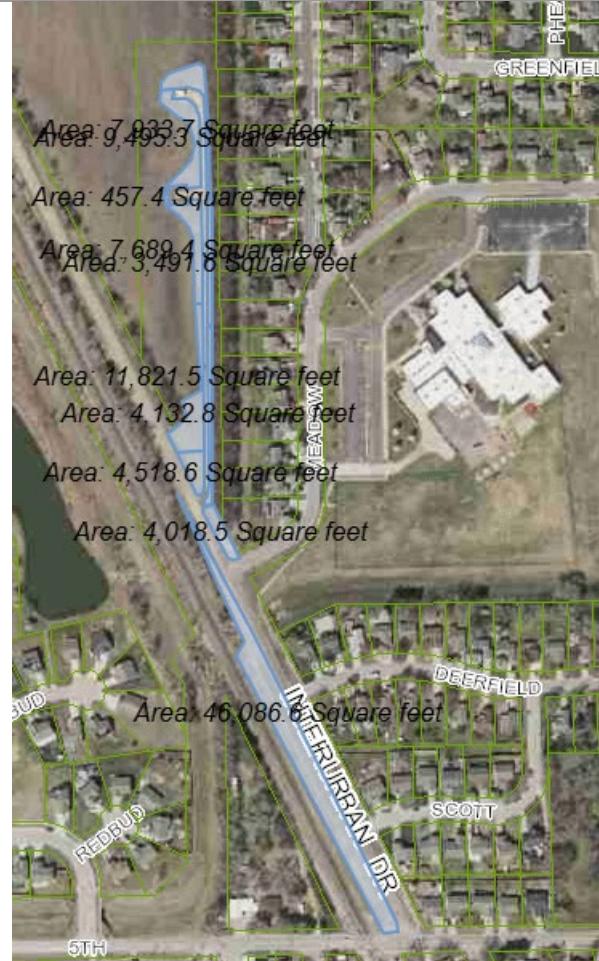


Warm Season Turf -Mowing, trimming, edging, and blowing (walks, streets/curb, gutters, parking lots, around trees, structures/buildings, etc.)

****For clarification, mowing maintenance includes all areas inside fence in addition to what is noted on map.**

N. Interurban & Well 12
Area 910 N. Interurban
Street

99,556 sq.ft.



Rough Cut/ROW - Mowing, trimming, and blowing (walks, streets/curb, parking lots, etc.) and edging.

Main & Sheridan - North Side

5,333 sq.ft.



Rough Cut/ROW - Mowing, trimming, and blowing (walks, streets/curb, parking lots, etc.) and edging.

<p>Main & Sheridan - South Side</p> <p>25,364 sq.ft.</p>		<p>Rough Cut/ROW - Mowing, trimming, and blowing (walks, streets/curb, parking lots, etc.) and edging.</p>
<p>Ramsey Drive/Meridian Ave.</p> <p>82,872 sq.ft.</p>		<p>Rough Cut/ROW - Mowing, trimming, and blowing (walks, streets/curb, parking lots, etc.) and edging.</p>

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract.
- B. The Contractor shall always employ the quantity and quality of supervision necessary for both effective and efficient management of all Mowing Service operations.
- C. Contractor shall be liable for any damages caused directly or indirectly by its employees.
- D. Contracted employees are expected to conduct themselves in a professional manner at all times while working on city properties.

2.6 REDUCTIONS IN PAY

- A. Reductions for below standard work will be made if, after the second documented notification, the Contractor has not corrected the deficiency and City Employee(s) are assigned to perform the task(s) or was not completed at all by the contractor.
- B. Reductions for non-performance will be made if the task(s) was not done and City Employee(s) must be assigned immediately to perform the task(s).
- C. Reductions for A. and B. above will be based on the hourly billing rate of the City Employee(s) plus benefits for those assigned to perform the task(s) times the hour(s) required for City Employee(s) to perform the task(s). If the work was not performed by the contractor and was just omitted, a deduction based on percentage of the overall monthly bill minus the work not completed will be calculated and the bill adjusted accordingly.

2.7 PAYMENT TO CONTRACTOR

- A. At the end of each month, the Contractor shall send an invoice to the Contract Manager and Accounts Payable staff for the services provided during the preceding month. The invoice shall show location/address, service type, service date, unit price, extended price, and totals.
- B. Invoices will be submitted to City Hall Accounts Payable, Amanda Park apark@valleycenterks.gov , Contract Manager, Neal Owings parks@valleycenterks.gov
- C. or can be mailed to: 121 S. Meridian, PO Box 188, Valley Center, KS 67147, Attn: Accounts Payable.
- C. All additional or alternate tasks that were performed during that month shall be itemized separately and include explanation.

2.8 CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Contract Manager at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's monthly invoice shall be adjusted, if necessary, to reflect the change in the services under this contract.

- C. The City may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.
- D. The City shall have the right to cancel this agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the City.

2.9 INSPECTIONS AND APPROVAL OF WORK

- A. The City will demand conformance to the standards and frequency specified. The Contract Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Contract Manager or his/her designee will enforce the standards of this contract.

2.10 ON-SITE SUPERVISION AND TRAINING

- A. The successful Contractor shall provide an On-site Supervisor who speaks and writes fluent English and will represent the Contractor concerning this Contract. This On-site Supervisor will make routine communications with the appropriate Contract Manager or his/her designee to receive instructions or other input regarding additional services or activities.
- B. The On-site Supervisor is responsible for directing the Contractor's work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this Contract.
- C. The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications.

2.11 CONTACT INFORMATION

Contract Manager

Neal Owings
Parks & Public Buildings Director
Office: 316-755-7320 x205
P.O. Box 188; 121 S. Meridian, Valley Center, CO 67147
Email: parks@valleycenterks.gov

SECTION 3

PROPOSAL SUBMISSION FORM

City of Valley Center Turf, Tree and Vegetation Management Services

1. COMPANY NAME _____

2. ADDRESS (Home Office) _____

3. TELEPHONE NUMBER (office) _____ (cell) _____

4. NUMBER OF FULL-TIME EMPLOYEES _____

5. OWNERSHIP
 Sole Proprietor Limited Partnership Other – Please Specify

PROPOSAL MUST INCLUDE.

- Fixed prices for all requirements identified in Section 2 Scope of Services.
- Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor, and material associated with the RFP.
- The base bid includes the locations and scope of services identified in Section 2.4.
- For proposal submission: please use the following number of mowings for each property when submitting bid proposals.
 - Cool Season Turf - 32 mowings per year.
 - Warm Season Turf - 24 mowings per year.
 - Rough Cut/ROW Areas - 12 per year.
- The City reserves the right, at its sole discretion, to determine which properties will be included in contractual agreements for services. This selection process shall be conducted based on the City's needs, priorities, and other relevant considerations.
- Bid submission must include a separate page (Word document or Excel spreadsheet) with itemized unit cost for each property/service and extended price.
- Furnish and maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000). Certificate of insurance must include the City of Valley Center as additional insured.
- Provide documentation for years in business – minimum of at least 5 consecutive years.
- Provide three (3) professional references as specified.

Total Annual Cost

\$ _____

Signature of Authorized Representative

Printed Name/Title of Authorized Representative

Date

NEW BUSINESS
RECOMMENDED ACTION

F. RFP – CONTRACT MOWING SERVICES:

Should Council choose to proceed

RECOMMENDED ACTION

Staff recommend approval of RFP to solicit bids for 2025 Mowing Services.

NEW BUSINESS

G. RFP – TURF, TREE AND VEGETATION MGT. SERVICES:

Parks and Public Buildings Director Owings will present Request for Proposals and request approval to solicit bids for Turf, Tree and Vegetation Mgt. Services. Deadline for all proposals is April 4th.

- Staff Memo
- Request for Proposals



March 18, 2025

To: Mayor Truman & Members of Council
From: Neal Owings – Director of Parks & Public Buildings
Subject: Approval of soliciting RFP for Turf, Tree & Vegetation Management Services

BACKGROUND

The City is responsible for maintaining public parks, green spaces, and municipal properties to ensure they remain aesthetically pleasing and safe for residents. Proper lawn fertilization, weed control, and tree spraying are essential components of our maintenance program to promote healthy plant growth, control invasive species, and prevent pest infestations. The contract approved in 2021 for these services has expired, and a competitive solicitation process is necessary to secure the most qualified vendor at a cost-effective rate.

PROPOSAL

We seek approval from the City Council to solicit a Request for Proposals (RFP) for professional services related to lawn fertilization, weed spraying, and tree spraying. This will allow us to obtain qualified bids and ensure the continued upkeep of our public spaces. The purpose of this RFP is to contract a qualified vendor who can provide these services efficiently while adhering to best environmental practices and industry standards.

FINANCIAL CONSIDERATION

Funding for these services will be allocated from the existing maintenance budget. Proposals submitted through the RFP process will be evaluated to ensure competitive pricing and cost-effective service delivery.

Recommendation

We request the City Council's approval to move forward with soliciting an RFP for Turf, Tree and Vegetation Management Services.



REQUEST FOR PROPOSALS (RFP)
Turf, Tree & Vegetation Management Services
2025
Proposal Deadline: Friday April 4th 10:00am.

Overview

The City of Valley Center, KS is seeking proposals for Turf, Tree & Vegetation Management Services for a 3-year contract with the option to extend up to 3 additional years, approved on an annual basis by the governing body. Contractor must not only be capable of performing the attached scope of work, but also take pride in their finished product, follow all applicable federal, state, and local laws, ordinances and regulations and best practices per industry standards. The Contractor must currently be in the business of providing Turf, Tree & Vegetation Management services work for a minimum of at least five (5) consecutive years. Services to commence upon execution of contract.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected contractor will be required to:

- Execute a Turf, Tree & Vegetation Management Services Agreement with the City of Valley Center upon award.
- Furnish and maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000). Certificate of insurance must include the City of Valley Center as additional insured.
- Provide documentation for years in business – minimum of at least 5 consecutive years.
- Provide three (3) professional references as specified.
- Bid submission must also include a separate page (Word document or Excel spreadsheet) with itemized costs for each property /service and extended price.

No Contractor who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Valley Center complies with all Equal Employment Opportunity requirements.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 18 &19). All costs are to be final.

Proposal must include a minimum of three (3) professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Questions from contractors shall be accepted until 5pm, Wednesday April 2nd by the Parks & Public Buildings Director – Neal Owings via email or phone 316-755-7320. Emails shall be submitted to parks@valleycenterks.gov.

Completed proposals must be received at City Hall no later than April 4th, 2025, 10:00 am. Proposals must delivered in a sealed envelope to: City of Valley Center, City Hall, 121 S. Meridian P.O. Box 188; Valley Center, KS 67147, clearly marked **“RFP – Turf, Tree & Vegetation Management Services.”** Emailed proposals will NOT be accepted.

NOTE: The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City’s sole discretion.

Selection of Contractor

The City of Valley Center reserves the right to accept a proposal and enter into an agreement as a result of the initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the City, to be within an acceptable, competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the City. In addition, the City may request that Bidders provide a best and final offer. The City may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

A contract will be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the City, State and Federal governments. The City may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

Proposal Requirements and Examination of Work to be Performed.

The contractor is expected to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied to the requirements. It is mutually agreed that submission of a request for proposal shall be considered evidence that the contractor has made such examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and is encouraged to visit the site to become familiar with the working conditions and the exact nature and

extent of the work considering any special or unusual features unique to each location. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

GENERAL INFORMATION

Section 1

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for additional requirements, discussion is encouraged.

SCOPE OF SERVICES, BACKGROUND, AND PURPOSE

Section 2

This scope of work pertains to the requirements of maintaining turf grass, trees and landscaped areas at various locations in the City. As part of the response to this RFP, bidders, if awarded, may be required to submit routine documentation showing what tasks were completed. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain quality appearances for the properties included.

The Contractor shall furnish all labor and materials necessary to perform the Turf, Tree & Vegetation Management Services in the RFP. Contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the areas and items to be maintained in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractor's proposal.

2.1 HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 7:00am to 7:00pm, Saturday or Sunday by written permission only from the City. It is expected that the selected Contractor will have to work around scheduled activities, events and the general public using the parks and at public properties and adjust their schedules accordingly.

2.2 SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor to determine schedule specification of the contracted scope of services.

This contract is based cost per each service/application. Should the need to exceed these totals arise, either party may notify in writing, their requests for additional services.

2.3 SPECIFICATIONS

The turf, trees and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. Due to environmental and weather conditions, the contractor may be asked to increase/decrease/reschedule services to accommodate maintenance timing or interference with public events.

The Contract Manager or his/her designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard will require the contractor return to the property to correct the issue. Issues that arise that require the contractor correct an issue, the Property Manager will notify in writing to the contractor that they must correct the issue as soon as possible within 48 hours of written notice. Failure to correct an issue may result in a reduction to the Contractor's monthly invoice.

Turf, Tree and Vegetation Management Treatment Standards and Specifications

A. GENERAL STANDARDS

1. GUARANTEE AND REPLACEMENT

- a.** Contractor shall replace, at no additional cost to the City, any turf, plant materials, irrigation system components, facility or building infrastructure, roadway signage, hydrants or other city infrastructure or any other City property damaged because of improper maintenance attention or procedures. Replacement material shall be of the same size and variety as the dead or damaged material. Property damage must be reported immediately and repaired/replaced within two weeks of identification of damage. Alternatives to size, variety and scheduling of replacement must have written permission of the City.
- b.** Contractor is NOT responsible for losses, repair or replacement of damaged work or plant material resulting from theft, extreme weather conditions, vandalism, vehicular incidents (other than Contractor's vehicles) or the acts of others over whom they have no reasonable control.

2. CONTRACTOR RESPONSIBILITIES

- a.** Contractor will provide staff that are able to perform work at the highest standards of horticultural excellence. Key staff shall have current knowledge of best management practices (BMP's) regarding safety, hazardous materials spill response, lawn care, tree care, plant health and integrated pest management practices and all applicable safety practices and procedures. The City reserves the right to require the replacement of Contractor's staff who do not meet the City's standards for safety, professionalism, or horticultural knowledge.
- b.** Provide emergency contact phone numbers and email addresses of the crew lead and supervisor(s) in charge of contracted maintenance personnel.
- c.** Attend meetings and site inspections of the grounds and properties as requested.

- d.** Establish a schedule/chart for regular maintenance activities by area and submit to the Parks & Public Buildings Department for review. Contractor to review proposed schedules with the Contract Manager at the regularly scheduled meetings and adjust as necessary to avoid conflicts.
- e.** Contractor is responsible for coordinating times irrigation systems need to be off with the Contract Manager or his/her designee.

B. SCOPE OF WORK

1. GENERAL PRACTICE GUIDELINES FOR MATERIALS AND EXECUTION

- a.** Maintenance shall consist of turf, tree and vegetation management services consistent with good horticultural practices for administering fertilizers, herbicides, pesticides and other related maintenance practices necessary to ensure normal, vigorous, and healthy growth of turf, trees and landscape areas.
- b.** Contractor shall furnish all labor, equipment, and materials necessary to complete the maintenance of turf, trees and vegetation, as specified herein. It is the intent of the City that this site be maintained in a resource-efficient, sustainable, and cost-effective manner.
- c.** Contractor shall visually inspect all landscape areas at minimum every other month from February through November to identify potential pest problems. Pest problems include insect, disease, and weed infestations. The presence of a pest does not necessarily mean there is a problem. Contractor shall keep written records of pests identified and areas where problems may be developing.
- d.** After each location is treated, contractor shall clearly flag the area with necessary herbicide/pesticide signage that indicates precautions and re-entry of the area.
- e.** Contractor must maintain documentation (a spray ticket) for each application that includes product(s) used and quantities; location; weather conditions (temp, wind, atmospheric conditions, etc.) and be able to provide to the City upon request.

2.3 SPECIFICATIONS

C. APPLICATION TYPE & TIMEFRAME

<u>Application Type</u>	<u>Timeframe</u>
<u>Flea & Tick Applications</u>	March, May, July, September
<u>Turf Care</u>	
*All Broadleaf Weed Control to be Liquid Application	
<u>Cool Season Turf</u>	
Slow-Release Fertilizer and Crabgrass Preventer	Spring -March
Broadleaf weed control.....	2 Applications minimum as seasonally appropriate, 3 rd app with contract manager approval, if conditions require it.
Slow-Release Fertilizer	Fall – September
Winterizer Fertilizer & Weed Control	Late Fall - November
<u>Warm Season</u>	
Plateau & Round-up application.....	Late Winter- February/March
* Inspection & re-application of Plateau/Round for any missed areas required as follow up.	
Crabgrass Control - Prodiamine (full rate) + Broadleaf Control.....	Spring - March
Fertilizer Only - 1 st application.....	Early Summer- June
Fertilizer Only - 2 nd application	Mid-Summer – July/Aug.
Pennant application.....	Late Spring – May/June
Winter Pre-Emergent & Broadleaf Weed Control	Late Fall – Nov/Dec.

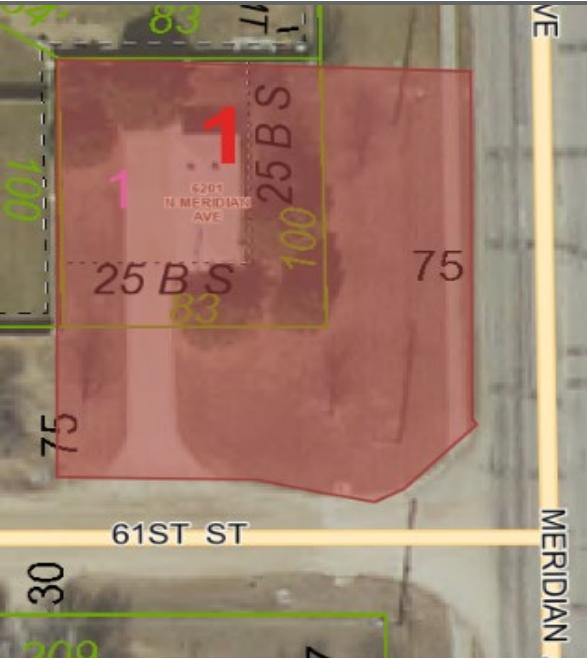
Tree Spraying Program.....Timing for tree spray application based on industry standard timing and conditions deemed appropriate to achieve proper results.

- Bagworms & Mites Treatment: For Evergreens, Junipers and other susceptible species - 2 applications
- Scale Treatments: Oaks and other susceptible species – 2 applications
- Bore Treatments: Ash, Maple, Redbud, Lilac and other susceptible species – systemic – 1 application
- Treat for Tip Blight/Moth/Needle Spot: Pines and other susceptible species – 3 applications

2.4 SCHEDULE - PROPERTIES AND LOCATIONS

PROPERTIES AND LOCATIONS OF WORK TO BE PERFORMED

Areas shaded in Red = Warm Season Turf
 Areas shaded in Green = Cool Season Turf
 (measurements are approximate)

LOCATIONS	AREA DESCRIPTION	SCOPE OF SERVICES
<p>Booster Station - 6201 N. Meridian 14,332 sq.ft.</p>		<p><u>Warm Season Turf</u> - Plateau & Round-up – 1 application - Crabgrass Control - Prodiamine (full rate) + Broadleaf Control – 1 application</p>

Veterans Park – 337 S. Meridian

35,280 sq.ft.



Cool Season Turf

- Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application
- Broadleaf weed control – 2 applications
- Fall - Slow-Release Fertilizer Only – 1 application

-Late Fall -Winterizer Fertilizer & Weed Control -1 application

Tree Applications

- Scale treatment for Oaks – 2 applications

-Bagworms & Mites Treatment on Evergreens 2 applications - 2 applications

- Borer treatment– 1 systemic application

Water Tower - 531 W. Industrial

31,952 sq.ft.



Cool Season Turf

- Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application

-Spring - Broadleaf weed control – 1 application

-Fall -Winterizer Fertilizer & Weed Control -1 application

<p>City Hall 121 S. Meridian 5,368 sq.ft.</p>		<p>Cool Season Turf <ul style="list-style-type: none"> -Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application -Broadleaf weed control – 2 applications -Fall - Slow-Release Fertilizer Only – 1 application -Late Fall -Winterizer Fertilizer & Weed Control -1 application <p>Tree/Shrub Applications <ul style="list-style-type: none"> -Bagworms & Mites Treatment - 2 applications </p> </p>
<p>Valley Oaks – on 5th Street across from 616 E. 5th – frontage only – treat wall to curb 13,251 sq.ft.</p>		<p>Tree Applications <ul style="list-style-type: none"> -Bagworms & Mites Treatment- 2 applications -Scale Treatment – 2 applications </p>

<p>Emporia Blvd. Median - 5th to Main St.</p> <p>1.8 acres/78,408 sq.ft.</p>		<p>Warm Season Turf</p> <ul style="list-style-type: none"> -Plateau & Round-up – 1 application - Crabgrass Control - Prodiamine (full rate) + Broadleaf Control – 1 application - Summer - Fertilizer Only – 2 applications - Late Fall - Winter Pre-emergent & Broadleaf Weed Control- 1 application <p>Tree Applications</p> <ul style="list-style-type: none"> -Bagworms & Mites Treatment- 2 applications - Scale treatment – 2 applications - Borer Treatment– 1 application
<p>Public Safety Bldg. 616 E. 5th Street</p> <p>1.05 acres/45,705 sq.ft.</p>		<p>Cool Season Turf</p> <ul style="list-style-type: none"> -Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application -Broadleaf weed control – 2 applications -Fall - Slow-Release Fertilizer Only – 1 application -Late Fall -Winterizer Fertilizer & Weed Control -1 application <p>Tree/Shrub Applications</p> <ul style="list-style-type: none"> -Tip Blight and Moth Treatment – 3 per year -Scale treatment– 2 per year -Bagworms & Mites Treatment- 2 applications

Lions Park – 316 S. Abilene
includes Community Center/Library

Cool season turf - 2.48 acres/108,028 sq.ft.

Warm season turf – 3.1 acres/135,036 sq.ft.



Cool Season Turf

- Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application
- Broadleaf weed control – 2 applications
- Fall - Slow-Release Fertilizer Only – 1 application

Warm Season Turf

- Plateau & Round-up – 1 application
- Crabgrass Control - Prodiamine (full rate) + Broadleaf Control – 1 application

- Summer - Fertilizer Only – 2 applications

- Late Fall - Winter Pre-emergent & Broadleaf Weed Control- 1 application

Tree/Shrub Applications

- Flea and Tick Applications – 4 per year (Inside Dog Park fence only)
- Bagworms & Mites Treatments- 2 applications
- Bore Treatment - 1 application
- Scale Treatment – 2 per year

Arrowhead Park – 1035 Parkway Dr.

3.4acres/148,104sq.ft.



**Warm Season Turf
-Plateau & Round-up – 1 application**

- Crabgrass Control - Prodiamine (full rate) + Broadleaf Control – 1 application

-Summer - Fertilizer Only – 2 applications

-Late Fall -Winter Pre-emergent and Broadleaf Weed Control – 1 application

Tree Spray Applications

-Bagworms & Mites Treatment- 2 applications

-Bore Treatment – 1 application

-Scale Treatment- 2 applications

Public Works Building – 545 W. Clay

15,487sq.ft.



Warm Season Turf

-Plateau & Round-up – 1 application

-Late Winter - Broadleaf Weed Control & Winter Pre-emergent

Tree Spray Applications

-Bagworms & Mites Treatment- 2 applications

<p>Cemetery 9638 N. Meridian 4.8 acres/209,088 sq.ft.</p>		<p><u>Warm Season Turf</u> -Plateau & Round-up – 1 application</p> <ul style="list-style-type: none"> - Crabgrass Control - Prodiamine (full rate) + Broadleaf Control – 1 application -Summer Fertilizer Only – 2 applications -Late Spring - Pennant – 1 application - Late Winter Pre-emergent & Broadleaf Weed Control- 1 application <p><u>Tree Applications</u> -Bagworms & Mites Treatment- 2 applications</p> <p>-Scale Treatment – 2 per year</p>
------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**85th Street (&Broadway)
Welcome Sign Area**

34,938 sq.ft.



Tree Applications

-Bagworms & Mites Treatment- 2 applications

-Scale Treatment – 2 per year

**Old Public Work Bldg. 521
W. Second Street -
(Treatment Area is Dog
Kennel Lawn Area)**



Warm Season Turf

-Late Spring - Pennant – 1 application

-Mid-Summer – Pennant 1 application

**McLaughlin Park - 716
McLaughlin Drive**

**Cool season turf – 6.9
acres/302,438 sq.ft.**

**Warm season turf – 6.4
acres/277,323 sq.ft.**



Cool Season Turf

-Spring - Slow-Release Fertilizer & Crabgrass Preventer – 1 application

-Broadleaf Weed Control – 1 application

-Fall - Slow-Release Fertilizer Only – 1 application

-Late Fall -Winterizer Fertilizer & Weed Control -1 application

Warm Season Turf

-Plateau & Round-up – 1 application

- Summer - Fertilizer Only – 1 application

- Late Winter - Pre-emergent & Broadleaf Weed Control- 1 application

Tree/Shrub Applications

-Bagworms & Mites Treatment - 2 applications

-Tip Blight/Moth/Needle Spot Treatment – 3 applications

-Scale Treatment – 2 per year

-Borer Control Treatment – 1 systemic app.

2.5 CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract.
- B. The Contractor shall always employ the quantity and quality of supervision necessary for both effective and efficient management of all service operations.
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Contract Manager

Neal Owings
Parks & Public Buildings Director
Office: 316-755-7320 x205
P.O. Box 188; 121 S. Meridian, Valley Center, CO 67147
Email: parks@valleycenterks.gov

SECTION 3

PROPOSAL SUBMISSION FORM

City of Valley Center Turf, Tree and Vegetation Management Services

1. COMPANY NAME _____

2. ADDRESS (Home Office) _____

3. TELEPHONE NUMBER (office) _____ (cell) _____

4. NUMBER OF FULL-TIME EMPLOYEES _____

5. OWNERSHIP
 Sole Proprietor Limited Partnership Other – Please Specify

PROPOSAL MUST INCLUDE.

- Fixed prices for all requirements identified in Section 2 Scope of Services.
- Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor, and material associated with the RFP.
- The base bid includes the locations and scope of services as identified in Section 2.
- The City reserves the right, at its sole discretion, to determine which properties & services will be included in contractual agreements for services. This selection process shall be conducted based on the City's needs, priorities, and other relevant considerations.
- Bid submission must include a separate page (Word document or Excel spreadsheet) with itemized unit cost for each property/service, sub-totals and extended price.
- Furnish and maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000). Certificate of insurance must include the City of Valley Center as additional insured.
- Provide documentation for years in business – minimum of at least 5 consecutive years.
- Provide three (3) professional references as specified.

Total Annual Cost

\$ _____

Signature of Authorized Representative

Printed Name/Title of Authorized Representative

Date

NEW BUSINESS
RECOMMENDED ACTION

G. RFP – TURF, TREE AND VEGETATION MGT. SERVICES:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommend approval of RFP to solicit bids for 2025 Turf, Tree and Vegetation Mgt. Services.

NEW BUSINESS

H. ORDINANCE 1421-25; SPEED LIMIT:

Public Safety Director Newman will present for 1st reading Ordinance 1421-25. This Ordinance will lower the maximum speed limit to 45 mph. on Meridian Avenue from the 9200 block to 9600 block.

- Ordinance 1421-25
- Map

ORDINANCE NO. 1421-25

AN ORDINANCE OF THE CITY OF VALLEY CENTER, KANSAS, ADJUSTING THE MAXIMUM SPEED LIMIT BETWEEN 9200 N MERIDIAN AND 9600 N MERIDIAN WHICH IS LOCATED IN VALLEY CENTER, KANSAS

WHEREAS, the City of Valley Center regulates speed limits within the City of Valley Center, pursuant to K.S.A. 8-1560; and

WHEREAS, the Valley Center City Council has recommended, in the interest of public safety and general welfare, to adjust the speed limit on North Meridian.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of The City of Valley Center, Kansas as follows:

Section 1.

Adjustments shall include:

- A. Declaring the maximum speed limit of Forty-Five (45) miles per hour on Meridian from the 9200 block to 9600 block.
- B. Declaring the maximum speed limit of Thirty-five (35) miles per hour on Meridian from the 9300 block to 9600 block during posted school hours.

City officials and employees including the City Engineer, the Public Safety Director, and the Department of Public Works are hereby authorized and directed to take such actions as are necessary to effectuate this ordinance including but not limited to the installation and erection of signs on North Meridian which alert the public as to the speed limit.

Section 2.

If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, phrase, and words thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or words have been declared invalid or unconstitutional, this ordinance should be declared invalid or unconstitutional, then the remaining ordinance provisions will be in full force and effect.

Section 3.

This ordinance shall be in full force and effect from and after its passage and after publication according to law.

PASSED AND APPROVED by the Governing Body of the City of Valley Center, Kansas, this 1st. day of April 2025.

First Reading: March 18, 2025

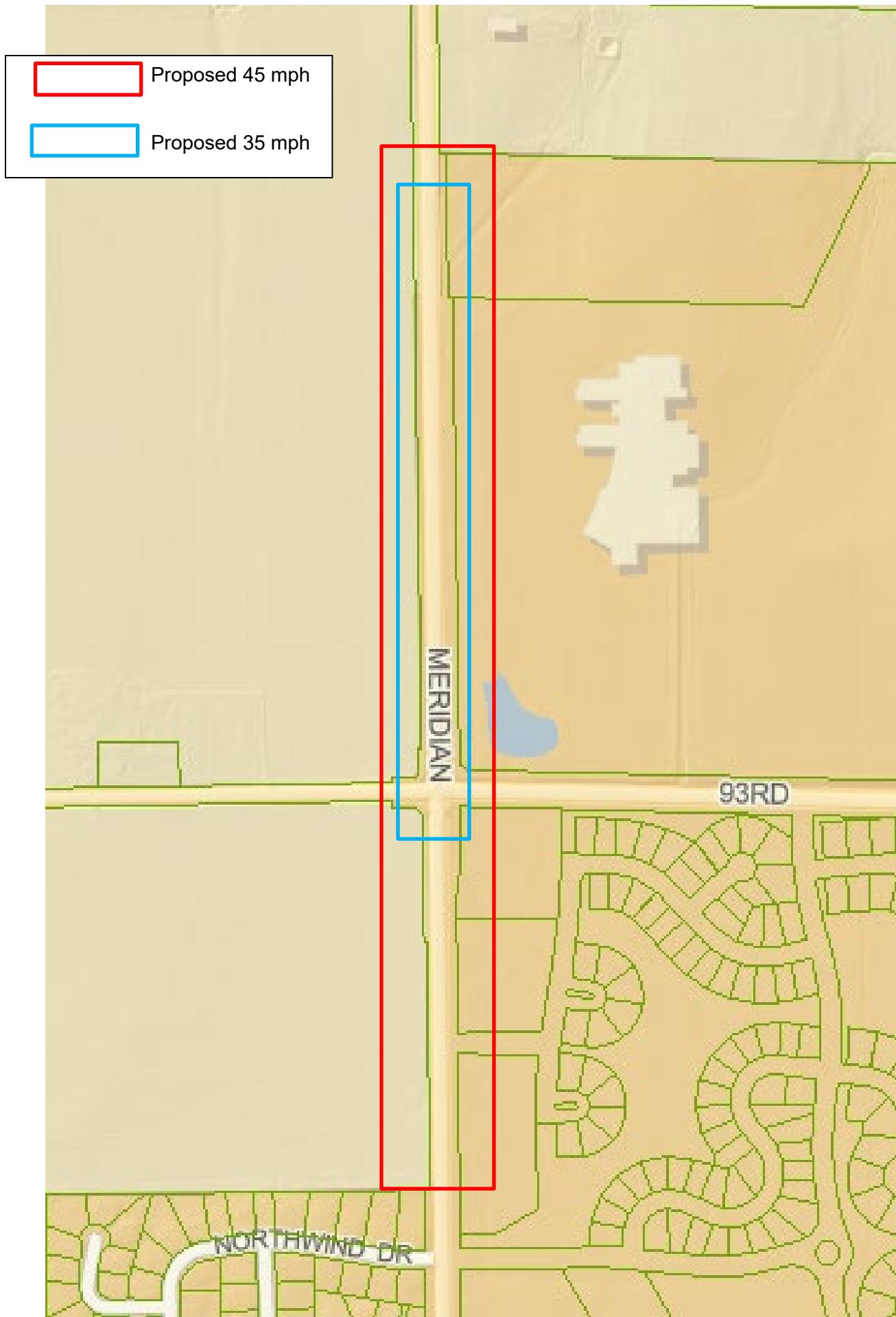
Second Reading: April 1, 2025

{SEAL}

Jet Truman, Mayor:

ATTEST:

Kristi Carrithers, City Clerk



NEW BUSINESS
RECOMMENDED ACTION

H. ORDINANCE 1421-25; SPEED LIMIT – NORTH MERIDIAN AVE.:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommend motion to approve for 1st reading Ordinance 1421-25 lowering the speed limit on North Meridian.

NEW BUSINESS

I. APPROVAL OF CONCRETE CURB AND GUTTER REPLACEMENT ON 3RD STREET:

City Administrator Clark will request approval of bid from APAC to replace concrete curb and gutter on 3rd Street. The work would be done in conjunction with the mil and overlay project scheduled for this year. The quote for 455 feet of curb and gutter is \$16,380.00.

- Staff Memo
- APAC of Kansas bid



March 18, 2025

To: Mayor Truman & Members of Council
From: Rodney Eggleston – Public Works Director
Subject: Concrete curb & gutter replacement along 3rd street

BACKGROUND

Apac of Kansas was awarded the 2025 contract for mill & overlay of a couple of city streets. One of these streets (3rd street) has 455 feet of concrete curb and gutter needing replaced. It would be beneficial to perform this work in conjunction with the mill & overlay operation. Apac has provided quote for this work and would be a benefit to have the same contractor do this work.

PROPOSAL

City staff are requesting approval of the curb & gutter quote from APAC of Kansas in the amount of \$16,380.00.

FINANCIAL CONSIDERATION

This cost will be taken from the system improvement line item in the Streets budget.

SUMMARY

City staff are requesting approval of the curb & gutter quote from APAC of Kansas in the amount of \$16,380.00 and authorize the mayor or city administrator to sign.

Sincerely,
Rodney Eggleston
Public Works Director



A CRH COMPANY

APAC-KANSAS, INC., SHEARS DIVISION

A CRH COMPANY
 3511 S WEST ST | WICHITA, KS 67217
 P (316) 524 5200 | F (316) 524 3651

ADDITIONAL CURB PROPOSAL

TO	City of Valley Center	DATE	03/04/2025
PROJECT	2025 Roadway Upgrade Services	ESTIMATE	6955359C

APAC-Kansas, Inc., Shears Division – Wichita Branch (“APAC”) offers to furnish all labor, materials and equipment required for the performance of the following:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXT PRICE
60	CURB & GUTTER	455.000	LF	\$36.00	\$16,380.00
Bid Total:					\$16,380.00

NEW BUSINESS
RECOMMENDED ACTION

**I. APPROVAL OF CONCRETE CURB AND GUTTER
REPLACEMENT ON 3RD STREET:**

Should Council choose to proceed,

RECOMMENDED ACTION:

**Staff recommend motion to approve bid from APAC to replace concrete
curb and gutter on 3rd Street in an amount not to exceed \$16,380.00.**

NEW BUSINESS

J. APPROVAL OF REPAIR OF BOOSTER STATION PUMP #1:

Utilities Manager Nick Manning and City Administrator Clark will request approval to repair Booster Station Pump #1. C&B Equipment will replace rotating assembly. Cost of repair will be \$28,820.00

- Staff Memo
- C&B quote



March 18, 2025

To: Mayor Truman & Members of Council
From: Rodney Eggleston – Public Works Director
Subject: Booster Station water pump 1

BACKGROUND

Pump #1 is out of service at the booster station. This pump leaks water from the seals on the rotating assembly. There are brass sleeves that act as a seal and these brass sleeves are worn out and the pump has a steady leak. To replace these brass sleeves, you have to pull the rotating assembly. This pump has a history of having these issues and has been band aided by MEM power (which is not a pump repair company) and now has a simple tub/tile caulking acting as a gasket on the top plate to the pump. I recommend that we have C&B do the \$28,820.00 repair which consists of replacing the rotating assembly (they will repair the old and we will have that on our shelf for future back up which is something we should do when budget allows) and installing a rebuild kit to overhaul pump and then reset and laser align.

Currently, I recommend pursuing quote #031025tjm, replacement of the rotating assembly. With pump #1 down we are on pump #2 and have lost our redundancy.

PROPOSAL

City staff are recommending the approval of quote #031025tjm, replacement of rotating assembly from C&B Equipment.

FINANCIAL CONSIDERATION

This cost will be taken from the system improvement line of the water budget.

SUMMARY

Staff are recommending the approval of the quote #031025tjm, replacement of rotating assembly from C&B Equipment, in the amount of \$28,820 and authorizing the mayor or city administrator to sign.

Sincerely,

Rodney Eggleston
 Public Works Director



3717 N. Ridgewood St, Wichita, KS 67220

Quote #031025tjm Valley Center Aurora Rotating Assy.

FROM:	Cust. #	Ship to #		
C & B Equipment Phone: 316-262-5156 Mobile: Fax: 316-262-5040		To: City of Valley Center Public Works and Utilities 121 s Meridian Valley Center KS 67147		
By: TJ McClure Date: 03/10/25 Expires: 03/25/25		Contact: Nick Manning Phone: 918-916-0518 Email: nmmanning@valeycenterks.gov		
SO		FOB: Factory		
Reference: Aurora Potable Water Pump SN099-05834		Lead time:		
Terms: Net 15 Days with Approved Credit		<i>*Based on current availability, subject to prior sale</i>		
ITEM	QTY	DESCRIPTION	EACH	EXTENDED
1	1	Blind quote to replace rotating assembly on site. Estimated labor, parts, and supplies to replace ROTATING ASSEMBLY on site and laser align.	\$ 28,820.00	\$ 28,820.00
Please note this is an estimate: Any further issues found with the equipment are not included in this estimate. You will be notified if there are any cost variances.				
Thank you for giving C&B Equipment the opportunity to do business with you.				
TOTAL	**** THIS ESTIMATE DOES NOT INCLUDE FREIGHT OR TAX ****			\$ 28,820.00

CONDITIONS: All conditions and sales are FOB point of shipment unless otherwise stated. Our responsibility ceases upon delivery of material to carrier. The prices and terms stated in the above quotation are not subject to verbal changes or agreements unless approved in writing by the Seller. All quotations are contingent upon the availability of materials, and subject to other causes beyond our control. Prices are based upon costs and conditions existing on the date of the quotation, and are subject to change by the Seller before final acceptance. We use our best efforts in every case to ship within the time promised, but do not guarantee to do so.

SIGNED BY: *TJ McClure*

Email: tmcclure@cbeuptime.com



NEW BUSINESS
RECOMMENDED ACTION

J. APPROVAL OF REPAIR OF BOOSTER STATION PUMP #1:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommend motion to approve repair of Booster Station Pump #1 and accept quote from C&B in the amount of \$28,820.00.

NEW BUSINESS

**K. EXECUTIVE SESSION: CONSULTATION WITH ATTORNEY
DEEMED PRIVILEGED:**

Should Council choose to proceed

RECOMMENDED ACTION

Staff recommends motion for Council to recess into executive session for the consultation with attorney deemed privileged. Session to include Councilmembers, Mayor, City Attorney and City Administrator. The open meeting will resume in the City Council Chamber in ten minutes

NEW BUSINESS

L. MOU – TROILO FAMILY TRUST & CITY OF VALLEY CENTER:

City Administrator Clark will present Memorandum of Understanding with the Troilo Family Trust regarding Lot 37 through Lot 39 on Main Street, Valley Center, KS.

- MOU
- Downtown Lot Concept

MEMORANDUM OF UNDERSTANDING

NOW on this _____ day of _____, 2025, the parties hereto, the Troilo Family Trust and the City of Valley Center, Kansas, enter into this Memorandum of Understanding as to the trust's willingness to sell, and the city's interest in purchasing, Lots 37 through Lot 39 on Main Street, Valley Center, Kansas, for the sum of \$150,000, payable in annual installments over five years at an agreed interest rate and upon other specific terms to be established in a written installment contract to purchase, which contract only will form a binding sales contract, not this Memorandum of Understanding. The seller and city have also agreed to allow the seller to consider the acquisition of equity in this property after closing to a limited degree by the waiving of certain payments due to seller. The seller further agrees if seller receives a bona fide binding contractual offer of purchase within the next three months, then the city has a right to review that offer and to purchase the above property under the same conditions.

TROILO FAMILY TRUST

Mayor of Valley Center Kansas



NEW BUSINESS
RECOMMENDED ACTION

L. MOU – TROILO FAMILY TRUST & CITY OF VALLEY CENTER:

Should Council choose to proceed,

RECOMMENDED ACTION:

Staff recommends motion to enter into this Memorandum of Understanding with the Troilo Family Trust for purchase of Lots authorize Mayor to sign.

CONSENT AGENDA

- A. APPROPRIATION ORDINANCE – MARCH 18, 2025**
- B. ECONOMIC DEVELOPMENT BOARD MINUTES – MARCH 5, 2025**
- C. PLANNING AND ZONING BOARD MINUTES -FEBRUARY 25, 2025**
- D. SPECIAL USE PARK REQUEST-VC LIBRARY AND VC LIONS CLUB – APRIL 19, 2025**

RECOMMENDED ACTION:

Staff recommends motion to approve the Consent Agenda as presented.

CONSENT AGENDA

A. APPROPRIATION ORDINANCE:

Below is the proposed Appropriation Ordinance for March 18, 2025, as prepared by City Staff.

March 18, 2025, Appropriation

Total	\$ 382,122.15
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VENDOR SET: 02 City of Valley Center

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BANK: * ALL BANKS

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	DATE	CHECK	INVOICE	CHECK	CHECK	CHECK
				AMOUNT	DISCOUNT	NO	STATUS	AMOUNT
0090	MCCULLOUGH EXCAVATION INC							
	C-CHECK	MCCULLOUGH EXCAVATION INVOIDED	V	2/28/2025			057758	64,619.08CR
0437	USA BLUEBOOK							
	C-CHECK	USA BLUEBOOK	VOIDED	V	2/28/2025		057768	147.88CR
0078	KRWA - KANSAS RURAL WATER ASSO							
	C-CHECK	KRWA - KANSAS RURAL WATEVOIDED	V	3/07/2025			057787	900.00CR

* * T O T A L S * *

	NO	INVOICE	AMOUNT	DISCOUNTS	CHECK	AMOUNT
REGULAR CHECKS:	0		0.00	0.00		0.00
HAND CHECKS:	0		0.00	0.00		0.00
DRAFTS:	0		0.00	0.00		0.00
EFT:	0		0.00	0.00		0.00
NON CHECKS:	0		0.00	0.00		0.00
VOID CHECKS:	3	VOID DEBITS	0.00			
		VOID CREDITS	65,666.96CR	65,666.96CR		0.00

TOTAL ERRORS: 0

	NO	INVOICE	AMOUNT	DISCOUNTS	CHECK	AMOUNT
VENDOR SET: 02 BANK: *	TOTALS: 3		65,666.96CR	0.00		0.00
BANK: *	TOTALS: 3		65,666.96CR	0.00		0.00

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0014	WICHITA WINWATER WORKS CO.							
	I-202502262925	R	2/28/2025	88.78		057754		88.78
0055	SOUTHERN KS-NORTHERN OKLAHOMA							
	I-202502262916	R	2/28/2025	75.00		057755		75.00
0059	CITY OF WICHITA							
	I-202502252913	R	2/28/2025	4,704.00		057756		4,704.00
0080	KDHE-BUREAU OF WATER							
	I-202502262915	R	2/28/2025	104,323.57		057757		104,323.57
0090	MCCULLOUGH EXCAVATION INC							
	I-202502262931	V	2/28/2025	64,619.08		057758		64,619.08
0090	MCCULLOUGH EXCAVATION INC							
M-CHECK	MCCULLOUGH EXCAVATION INVOIDED	V	2/28/2025			057758		64,619.08CR
0091	MIES CONSTRUCTION INC							
	I-202502262930	R	2/28/2025	28,618.75		057759		28,618.75
0092	TYLER TECHNOLOGIES INC							
	I-202502242899	R	2/28/2025	2,722.72		057760		2,722.72
0126	HACH COMPANY							
	I-202502252903	R	2/28/2025	4,080.00		057761		4,080.00
0150	AT&T MOBILITY							
	I-202502252911	R	2/28/2025	267.59		057762		267.59
0162	CIVIC PLUS							
	I-202502262919	R	2/28/2025	3,299.47		057763		3,299.47
0235	MID-STATES ORGANIZED CRIME INF							
	I-202502262923	R	2/28/2025	150.00		057764		150.00
0254	CITY OF WICHITA							
	I-202502252912	R	2/28/2025	71,146.76		057765		71,146.76
0261	CTA (COMMUNICATIONS TECHNOLOGY							
	I-202502252909	R	2/28/2025	116.00		057766		116.00
0321	DECKER ELECTRIC							
	I-202502242901	R	2/28/2025	200.00		057767		200.00

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0437	USA BLUEBOOK							
	I-202502262926	USA BLUEBOOK	V	2/28/2025	147.88		057768	147.88
0437	USA BLUEBOOK							
	M-CHECK	USA BLUEBOOK	VOIDED	V	2/28/2025		057768	147.88CR
0453	DAVE BOWMAN, PH.D.							
	I-202502262918	DAVE BOWMAN, PH.D.	R	2/28/2025	200.00		057769	200.00
0503	FREMAR CORPORATION							
	I-202502262924	FREMAR CORPORATION	R	2/28/2025	2,093.35		057770	2,093.35
0587	DELL FINANCIAL SERVICES, LLC							
	I-202502262921	DELL FINANCIAL SERVICES, LLC	R	2/28/2025	18.70		057771	18.70
0623	CORE & MAIN							
	I-202502262928	CORE & MAIN	R	2/28/2025	46.92		057772	46.92
0799	ELITE FRANCHISING INC DBA JANI							
	I-202502252907	ELITE FRANCHISING INC DBA JANI	R	2/28/2025	140.00		057773	140.00
0824	GALLS, LLC							
	I-202502262922	GALLS, LLC	R	2/28/2025	1,563.94		057774	1,563.94
1148	FASTENAL COMPANY							
	I-202502262927	FASTENAL COMPANY	R	2/28/2025	125.25		057775	125.25
1234	FLEET FUELS LLC							
	I-202502252904	FLEET FUELS LLC	R	2/28/2025	1,413.84		057776	1,413.84
1236	SHORT ELLIOT HENDRICKSON, INC.							
	I-202502242898	SHORT ELLIOT HENDRICKSON, INC.	R	2/28/2025	68,268.33		057777	68,268.33
1384	LEGEND HOLDINGS, LLC							
	I-202502252906	LEGEND HOLDINGS, LLC	R	2/28/2025	29,205.40		057778	29,205.40
1389	SITEONE LANDSCAPE SUPPLY							
	I-202502252910	SITEONE LANDSCAPE SUPPLY	R	2/28/2025	832.00		057779	832.00
1448	ESTES EXPRESS LINES							
	I-202502252902	ESTES EXPRESS LINES	R	2/28/2025	231.57		057780	231.57
1449	EDEN'S AUTO SALES							
	I-202502252908	EDEN'S AUTO SALES	R	2/28/2025	170.00		057781	170.00

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0035	BARRY ARBUCKLE							
	I-202503052937	BARRY ARBUCKLE	R	3/07/2025	800.00		057785	800.00
0042	LARRY LINN							
	I-202503052933	LARRY LINN	R	3/07/2025	1,700.00		057786	1,700.00
0078	KRWA - KANSAS RURAL WATER ASSO							
	I-202503052948	KRWA - KANSAS RURAL WATER ASSO	V	3/07/2025	900.00		057787	900.00
0078	KRWA - KANSAS RURAL WATER ASSO							
	M-CHECK	KRWA - KANSAS RURAL WATEVOIDED	V	3/07/2025			057787	900.00CR
0090	MCCULLOUGH EXCAVATION INC							
	I-202503052939	MCCULLOUGH EXCAVATION INC	R	3/07/2025	27,260.68		057788	27,260.68
0110	LKM - LEAGUE OF KANSAS MUNICIP							
	I-202503052947	LKM - LEAGUE OF KANSAS MUNICIP	R	3/07/2025	50.00		057789	50.00
0153	ARK VALLEY NEWS							
	I-202503052941	ARK VALLEY NEWS	R	3/07/2025	1,535.68		057790	1,535.68
0156	BEALL & MITCHELL, LLC							
	I-202503052935	BEALL & MITCHELL, LLC	R	3/07/2025	1,850.00		057791	1,850.00
0183	KANSAS ONE-CALL SYSTEM, INC							
	I-202503052942	KANSAS ONE-CALL SYSTEM, INC	R	3/07/2025	202.16		057792	202.16
0226	RURAL WATER DISTRICT #2							
	I-202503052952	RURAL WATER DISTRICT #2	R	3/07/2025	17.54		057793	17.54
0236	VALLEY CENTER CHAMBER OF COMME							
	I-202503052955	VALLEY CENTER CHAMBER OF COMME	R	3/07/2025	225.00		057794	225.00
0306	SEDGWICK COUNTY							
	I-202503052938	SEDGWICK COUNTY	R	3/07/2025	17.10		057795	17.10
0437	USA BLUEBOOK							
	I-202503062962	USA BLUEBOOK	R	3/07/2025	337.30		057796	337.30
0457	CHRISTOPHER MICHAEL LEE DAVIS,							
	I-202503052934	CHRISTOPHER MICHAEL LEE DAVIS,	R	3/07/2025	125.00		057797	125.00
0535	NORTHRIDGE SAND, L.L.C.							
	I-202503062961	NORTHRIDGE SAND, L.L.C.	R	3/07/2025	670.36		057798	670.36

VENDOR SET: 02 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0601	JOY K. WILLIAMS, ATTORNEY AT L							
	I-202503052936	JOY K. WILLIAMS, ATTORNEY AT L	R	3/07/2025	1,350.00		057799	1,350.00
0728	DITCH WITCH UNDERCON							
	I-202503052946	DITCH WITCH UNDERCON	R	3/07/2025	39.96		057800	39.96
0768	MABCD							
	I-202503052956	MABCD	R	3/07/2025	100.00		057801	100.00
0780	CHENEY DOOR COMPANY							
	I-202503052959	CHENEY DOOR COMPANY	R	3/07/2025	2,063.55		057802	2,063.55
0799	ELITE FRANCHISING INC DBA JANI							
	I-202503052943	ELITE FRANCHISING INC DBA JANI	R	3/07/2025	1,866.40		057803	1,866.40
0824	GALLS, LLC							
	I-202503052958	GALLS, LLC	R	3/07/2025	744.95		057804	744.95
0884	ENDURA							
	I-202503052944	ENDURA	R	3/07/2025	814.52		057805	814.52
0898	GREATER WICHITA YMCA							
	I-202503062964	GREATER WICHITA YMCA	R	3/07/2025	31.25		057806	31.25
1004	IMAGINE IT, INC.							
	I-202503062966	IMAGINE IT, INC.	R	3/07/2025	1,839.64		057807	1,839.64
1066	KUSSMAUL ELECTRONICS							
	I-202503052940	KUSSMAUL ELECTRONICS	R	3/07/2025	743.84		057808	743.84
1072	NU LINE COMPANY INC.							
	I-202503052945	NU LINE COMPANY INC.	R	3/07/2025	732.00		057809	732.00
1075	RED EQUIPMENT LLC.							
	I-202503052953	RED EQUIPMENT LLC.	R	3/07/2025	673.19		057810	673.19
1082	T-MOBILE							
	I-202503052951	T-MOBILE	R	3/07/2025	105.00		057811	105.00
1391	ARC PHYSICAL THERAPY PLUS LP							
	I-202503052950	ARC PHYSICAL THERAPY PLUS LP	R	3/07/2025	140.00		057812	140.00
1394	IDEATEK TELECOM, LLC.							
	I-202503052957	IDEATEK TELECOM, LLC.	R	3/07/2025	1,760.68		057813	1,760.68

VENDOR SET: 02 City of Valley Center

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BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
1450	TEXTMYGOV							
	I-202503052954	TEXTMYGOV	R	3/07/2025	7,500.00	057814		7,500.00

1452	MURPHY TRACTOR & EQUIPMENT							
	I-202503062965	MURPHY TRACTOR & EQUIPMENT	R	3/07/2025	1,814.40	057815		1,814.40

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		56	446,879.10	0.00	381,212.14
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:		3 VOID DEBITS	0.00		
		VOID CREDITS	65,666.96CR	65,666.96CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 02 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	59	381,212.14	0.00	381,212.14

VENDOR SET: 03 City of Valley Center

BANK: APBK INTRUST CHECKING

DATE RANGE: 0/00/0000 THRU 99/99/9999

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
0010	JEREMIAH C. KIRK							
	I-202502262929	R	2/28/2025	195.00		057782		195.00
0033	NEAL OWINGS							
	I-202502242900	R	2/28/2025	175.01		057783		175.01
0050	LLOYD C. NEWMAN							
	I-202502262917	R	2/28/2025	186.00		057784		186.00
0139	GREG FOX							
	I-202503052949	R	3/07/2025	354.00		057816		354.00

* * T O T A L S * *

	NO	INVOICE	AMOUNT	DISCOUNTS	CHECK	AMOUNT
REGULAR CHECKS:	4		910.01	0.00		910.01
HAND CHECKS:	0		0.00	0.00		0.00
DRAFTS:	0		0.00	0.00		0.00
EFT:	0		0.00	0.00		0.00
NON CHECKS:	0		0.00	0.00		0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE	AMOUNT	DISCOUNTS	CHECK	AMOUNT
VENDOR SET: 03	4		910.01	0.00		910.01
BANK: APBK						
TOTALS:	63		382,122.15	0.00		382,122.15
REPORT TOTALS:	63		382,122.15	0.00		382,122.15

SELECTION CRITERIA

VENDOR SET: * - All
VENDOR: ALL
BANK CODES: All
FUNDS: All

CHECK SELECTION

CHECK RANGE: 057754 THRU 057816
DATE RANGE: 0/00/0000 THRU 99/99/9999
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

CONSENT AGENDA

B. ECONOMIC DEVELOPMENT BOARD MINUTES – MARCH 5, 2025:

VALLEY CENTER ECONOMIC DEVELOPMENT BOARD MEETING MINUTES

Wednesday, March 5th, 2025 1:00 P.M.
(Meeting held via Teams)

MEETING WAS CALLED TO ORDER AT 1:03 P.M. THOSE IN ATTENDANCE:

Ben Anderson, Chairperson
Brian Haight
Ron Colbert
Tim Hoffman
Brendan McGettigan
Brittney Ortega, Community Development Assistant
Kyle Fiedler, Community Development Director
Brent Clark, City Administrator
Jeff Arensdorf, Village Coachworks

APPROVAL OF DRAFT MINUTES

Motion was made by Tim and seconded by Ron to approve the meeting minutes for February 5th, 2025. Motion was unanimous.

NEW BUSINESS:

A. Tax Exemption Application

Based on the figures provided, Village Coachworks qualifies for a 75% tax rebate for a period of 10 years. It is recommended that this board recommend approval of this application to the City Council. Jeff addressed the board and gave some insight on the current and potential plans for this establishment. Estimated completion is end of August 2025.

B. Planning & Zoning Updates

Site plans for the new elementary school are in review. Permits for additions at the intermediate and middle schools have been issued. A new commercial building has been approved to go up at Sheridan and Clay. There is a buyer who is interested in the building that currently houses the bakery and Chop Shop. They're looking to repurpose the bakery side of the space to create a drive-thru coffee shop.

C. General Discussion

69th and Meridian is scheduled to close March 17th to begin construction on the roundabout. Detours will be posted on social media and our website. The next meeting will be held on Wednesday, April 2nd, 2025, at 1:00PM via Teams.

ADJOURNMENT

Motion was made by Ron and seconded by Tim to adjourn the meeting. Motion was unanimous. Meeting adjourned at 1:15 P.M.

Respectfully submitted,

Kyle Fiedler, Secretary

CONSENT AGENDA

C. PLANNING AND ZONING BOARD MINUTES –FEBRUARY 25, 2025:

**PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING
MINUTES
CITY OF VALLEY CENTER, KANSAS**

Tuesday, February 25, 2025 7:00 P.M.

CALL TO ORDER: Chairperson, Gary Janzen, called the meeting to order at 7:00 P.M. with the following board members present: Amy Bradley, Steve Conway, Rick Shellenbarger, Scot Phillips, and Dalton Wilson.

Members Absent: Paul Spranger

City Staff Present: Kyle Fiedler, Brittney Ortega and Brent Clark

Audience: Bill Fox, Benjamin Snider, Jessi Garrett, Rodney Bruntz, Gene Sharp, Janice Sharp, Jessica Rutschman, David Rutschman, Ray Schoeneder, Heather Eilerts, and Nancy Craven.

AGENDA: A motion was made by Janzen and seconded by Shellenbarger to set the agenda. Motion passed unanimously.

APPROVAL OF DRAFT MINUTES: Janzen made a motion to approve January 28, 2025, meeting minutes. The motion was seconded by Phillips. Motion passed unanimously.

COMMUNICATIONS: none

PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS:

1. Continue review of SD-2025-01, which was tabled at the January 28th, 2025, meeting. Application of KWH Investments, LLC, pursuant to City Code 16.04, who is petitioning for approval of a preliminary plat for land located southeast of the intersection of Interurban Dr. and W 93rd St N. in Sedgwick County, KS.

Janzen opened the hearing for comments from the public: 7:02 PM

City staff met with the applicant and agent for the applicant to discuss and address necessary adjustments to ensure the plat complies with subdivision regulations. The new plat is similar to the previously presented version; however, any lots that were touching the city limits have been removed. As a result of this change, the plat is no longer required to meet city subdivision regulations. Instead, it must be in compliance with county subdivision regulations, which it successfully meets. City Staff are recommending approval of this application.

Bill Fox, Garber Surveying, agent for the applicant, addressed the board and was available for questions. There were none.

Benjamin Snider addressed the board in tentative support of this application.

Janzen closed the hearing for comments from the public: 7:09 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Janzen made a motion to approve the preliminary plat for SD-2025-01. Motion was seconded by Shellenbarger. The vote was unanimous. Motion passed.

2. Review of Landscaping Plan for SP-2025-02, Baughman Co, pursuant to City Code 17.03.36, submitted the landscaping plan for the new elementary school on property addressed as 1500 E Tanner Trail, located northwest of the intersection of Seneca St and Tanner Trail, Valley Center, KS 67147.

Janzen opened the hearing for comments from the public: 7:10 PM

Fiedler gave a summary of his staff report. This plan will include 23 trees of various species and sizes, along with shrubbery and grass. Jessi Garrett, with Baughman, addressed the board, explaining that she followed Wichita City standards, which align with state forestry service guidelines. This plan is economical, low maintenance, and drought tolerant. City staff are recommending approval of this landscape plan.

Janzen closed the hearing for comments from the public: 7:14 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Janzen made a motion to approve SP-2025-02. Motion was seconded by Conway. The vote was unanimous. Motion passed.

3. Review of SP-2025-03, application of Rodney Bruntz, pursuant to City Code 17.12, who is petitioning to build a 4,050 sq. ft. commercial building on property currently addressed as 595 W Clay, Valley Center, KS 67147.

Janzen opened the hearing for comments from the public: 7:15 PM

Fiedler explained there are two parts to this application, a site plan and landscape screening plan. The applicant has chosen to use fence and trees as their screening. Staff recommend approval of the site plan as presented and suggest that at least six cedar trees be planted to enhance screening. This addition would improve visual buffering while maintaining the integrity of the proposed plan. Rodney Bruntz, applicant, addressed the board, and was available for questions. Discussion was had and clarification was provided for screening requirements. Gene Sharp addressed the board with his concerns about this application. He would prefer to have an earth berm but stated that 100% screening would be fine with him.

Janzen closed the hearing for comments from the public: 7:32 PM

Based on the City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Wilson made a motion to approve SP-2025-03 . Motion was seconded by Shellenbarger. The vote was unanimous. Motion passed.

OLD/UNFINISHED BUSINESS: none

NEW BUSINESS: none

STAFF REPORTS: There are five applications on the agenda for the March, 25, 2025 meeting.

ITEMS BY PLANNING AND ZONING BOARD/BZA MEMBERS:

Gary Janzen - none

Paul Spranger - absent

Rick Shellenbarger - none

Scot Phillips - none

Steve Conway - none

Dalton Wilson - none

ADJOURNMENT OF THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING: At 7:35 P.M., a motion was made by Janzen to adjourn and seconded by Wilson. The vote was unanimous, and the meeting was adjourned.

Respectfully submitted,

/s/ Kyle Fiedler, Secretary

Gary Janzen, Chairperson

CONSENT AGENDA

**D. SPECIAL USE PARK REQUEST –VC LIBRARY AND VC LIONS
CLUB – APRIL 19, 2024:**

Special Use Request of City Parks

1. List the purpose of your event and all planned activities. (Site use and set up must be approved and coordinated by the Department of Parks & Public Buildings). Attach separate sheets as needed.	Lions Club and Valley Center Public Library Spring Family Party and Egg Hunt with Children's Book Carnival
1.A Attach additional information if needed	<i>Field not completed.</i>
2. Include a map or description of the park area requested and include a list of park facilities you will use.	Lions Park around Community Building, back patio, area west of building, from parking lot on the south to playground on the north for egg hunt and activities, VC PD and FD will be in east parking lot with touch-a-truck
2.A Attach map if applicable	<i>Field not completed.</i>
Event Date	4/19/2025
Event Set Up Time	8:00 AM
Event Hours	1:00 PM - 3:00 PM
Event Clean Up Time	5:00 PM
Description of Clean Up Procedure	Library staff, Lions Club, and other volunteers will clean up the area immediately after the event, finishing by 5 pm
Sponsoring Organizations	VC Library and VC Lions Club

Certificate of Liability Insurance [Library is covered under the City policy.pdf](#)

Applicant Information

First Name	Terry
Last Name	Foster
Address1	314 E Clay
Email Address	valleycenterlibrary@yahoo.com
Phone Number	3167557350
City	Valley Center
State	KS
Zip	67147
Park Regulations.	I have read, acknowledged, and understand all City of Valley Center Park Regulations provided below.

This request is not a reservation to hold or occupy any park structure or facility other than what is identified and approved by the governing body for in the special use request.

For questions or further information, please email parks@valleycenterks.org or call 316-755-7320 x205.

Neal Owings, Director of Parks & Public Buildings

STAFF REPORTS

- A. Community Development Director Fiedler**
- B. Parks & Public Buildings Director Owings**
- C. Public Safety Director Newman**
- D. Public Works Director Eggleston**
- E. City Engineer- Scheer**
- F. City Attorney Arbuckle**
- G. Finance Director Miller**
- H. City Clerk/HR Director Carrithers**
- I. City Administrator Clark**

January 1st-February 28th 2025**General Fund****Revenues**

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
010	General Fund	\$ 4,071,731.00	\$ 1,324,625.73	16.7%	32.5%	

Expenditures

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Administration	\$ 950,152.00	\$ 130,551.36	16.7%	13.7%	

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Legal and Courts	\$ 184,894.58	\$ 31,517.00	16.70%	17.0%	

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Community Development	\$ 275,281.00	\$ 53,313.23	16.70%	19.4%	

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Police	\$ 1,544,203.00	\$ 266,069.33	16.70%	17.2%	

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Fire	\$ 563,950.00	\$ 105,424.42	16.70%	18.7%	

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
	Parks + Public	\$ 672,250.00	\$ 89,932.64	16.70%	13.4%	

Water Operating**Revenues**

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
610	Water Operating	\$ 2,325,179.00	\$ 424,088.00	16.70%	18.2%	

Expenditures

		<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
610	Water Operating	\$ 2,365,027.00	\$ 217,683.63	16.70%	9.2%	

Stormwater Utility

Revenues

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
612 Stormwater Utility	\$ 325,000.00	\$ 67,822.81	16.70%	20.9%	

Expenditures

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
612 Stormwater Utility	\$ 352,700.00	\$ 5,908.45	16.70%	1.7%	

Solid Waste Utility

Revenues

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
613 Stormwater Utility	\$ 611,626.00	\$ 102,522.65	16.70%	16.8%	

Expenditures

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
613 Stormwater Utility	\$ 600,596.00	\$ 98,710.37	16.70%	16.4%	

Sewer Operating

Revenues

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
620 Sewer Operating	\$ 1,476,939.00	\$ 249,109.94	16.70%	16.9%	

Expenditures

	<u>Budget</u>	<u>YTD Actual</u>	<u>% of Year</u>	<u>Current %</u>	
620 Sewer Operating	\$ 1,562,240.00	\$ 95,418.01	16.70%	6.1%	

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

010-GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	1,946,585.00	0.00	0.00	958,190.61	0.00	988,394.39	49.22
INTERGOVERNMENTAL	820,000.00	84,863.06	0.00	155,059.22	0.00	664,940.78	18.91
LICENSES & PERMITS	828,196.00	65,514.84	0.00	111,096.22	0.00	717,099.78	13.41
CHARGES FOR SERVICES	6,090.00	0.00	0.00	1,000.00	0.00	5,090.00	16.42
FINES & FORFEITURES	166,860.00	12,092.76	0.00	22,625.24	0.00	144,234.76	13.56
USE OF MONEY & PROPERTY	70,000.00	2,940.00	0.00	11,898.50	0.00	58,101.50	17.00
OTHER REVENUES	68,000.00	12,328.52	0.00	63,704.06	0.00	4,295.94	93.68
MISCELLANEOUS	166,000.00	258.03	0.00	1,051.88	0.00	164,948.12	0.63
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL REVENUES	 4,071,731.00	 177,997.21	 0.00	 1,324,625.73	 0.00	 2,747,105.27	 32.53
<u>EXPENDITURE SUMMARY</u>							
<u>ADMINISTRATION</u>							
PERSONNEL SERV. & BENEF.	485,453.00	46,107.22	0.00	90,511.69	0.00	394,941.31	18.64
CONTRACTUAL SERVICES	234,221.00	16,950.47	0.00	35,911.36	6.00	198,303.64	15.33
COMMODITIES	11,515.00	1,727.50	0.00	2,600.75	0.00	8,914.25	22.59
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	9,000.00	433.77	0.00	1,394.85	0.00	7,605.15	15.50
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	209,963.00	0.00	0.00	132.73	0.00	209,830.27	0.06
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	950,152.00	65,218.96	0.00	130,551.38	6.00	819,594.62	13.74
<u>LEGAL & MUNICIPAL COURT</u>							
PERSONNEL SERV. & BENEF.	55,264.58	4,572.78	0.00	9,057.48	0.00	46,207.10	16.39
CONTRACTUAL SERVICES	102,930.00	13,472.73	0.00	21,961.28	5.43	80,963.29	21.34
COMMODITIES	700.00	110.71	0.00	119.20	0.00	580.80	17.03
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	69.86	0.00	379.04	0.00	(379.04)	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	26,000.00	0.00	0.00	0.00	0.00	26,000.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LEGAL & MUNICIPAL COURT	184,894.58	18,226.08	0.00	31,517.00	5.43	153,372.15	17.05

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

010-GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
COMMUNITY DEVELOPMENT							
PERSONNEL SERV. & BENEF.	191,812.00	19,528.39	0.00	38,923.78	0.00	152,888.22	20.29
CONTRACTUAL SERVICES	57,569.00	9,206.04	0.00	12,296.56	129.95	45,142.49	21.59
COMMODITIES	3,950.00	1,502.16	0.00	1,686.36	0.00	2,263.64	42.69
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	1,950.00	70.43	0.00	227.93	0.00	1,722.07	11.69
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	20,000.00	178.60	0.00	178.60	0.00	19,821.40	0.89
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNITY DEVELOPMENT	275,281.00	30,485.62	0.00	53,313.23	129.95	221,837.82	19.41
POLICE							
PERSONNEL SERV. & BENEF.	1,260,203.00	117,838.33	0.00	228,463.21	0.00	1,031,739.79	18.13
CONTRACTUAL SERVICES	191,300.00	20,807.32	0.00	31,953.75	53.95	159,292.30	16.73
COMMODITIES	67,000.00	1,002.68	0.00	4,049.44	0.00	62,950.56	6.04
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	25,700.00	1,458.53	0.00	1,602.93	0.00	24,097.07	6.24
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,544,203.00	141,106.86	0.00	266,069.33	53.95	1,278,079.72	17.23
FIRE							
PERSONNEL SERV. & BENEF.	435,280.00	44,840.71	0.00	87,884.49	0.00	347,395.51	20.19
CONTRACTUAL SERVICES	104,470.00	10,003.60	0.00	14,921.57	15.80	89,532.63	14.30
COMMODITIES	12,700.00	1,384.64	0.00	2,417.70	0.00	10,282.30	19.04
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	8,000.00	56.27	0.00	200.66	0.00	7,799.34	2.51
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	3,500.00	0.00	0.00	0.00	0.00	3,500.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE	563,950.00	56,285.22	0.00	105,424.42	15.80	458,509.78	18.70

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

010-GENERAL FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
PARKS & PUBLIC BLDGS							
PERSONNEL SERV. & BENEF.	375,000.00	22,249.95	0.00	50,917.42	0.00	324,082.58	13.58
CONTRACTUAL SERVICES	253,250.00	19,905.91	0.00	33,032.93	19.99	220,197.08	13.05
COMMODITIES	31,500.00	3,502.42	0.00	4,886.77	1,063.88	25,549.35	18.89
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	5,500.00	34.93	0.00	156.93	0.00	5,343.07	2.85
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	7,000.00	938.59	0.00	938.59	0.00	6,061.41	13.41
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PARKS & PUBLIC BLDGS	672,250.00	46,631.80	0.00	89,932.64	1,083.87	581,233.49	13.54
ENVIRONMENTAL SERVICES							
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ENVIRONMENTAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC WKS STORAGE BLDG							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PUBLIC WKS STORAGE BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	4,190,730.58	357,954.54	0.00	676,808.00	1,295.00	3,512,627.58	16.18
** REVENUE OVER(UNDER) EXPENDITURES *(118,999.58) (179,957.33)	0.00	647,817.73	(1,295.00)	(765,522.31)	543.30-		
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/ (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	(118,999.58) (179,957.33)	0.00	647,817.73	(1,295.00)	(765,522.31)	543.30-	

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

610-WATER OPERATING
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	2,325,179.00	231,645.06	0.00	424,088.00	0.00	1,901,091.00	18.24
USE OF MONEY & PROPERTY	0.00	0.00	0.00	11,405.90	0.00	(11,405.90)	0.00
OTHER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	38,000.00	2,498.61	0.00	5,016.68	0.00	32,983.32	13.20
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL REVENUES	 2,363,179.00	 234,143.67	 0.00	 440,510.58	 0.00	 1,922,668.42	 18.64
<u>EXPENDITURE SUMMARY</u>							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	462,709.00	26,627.28	0.00	47,537.01	0.00	415,171.99	10.27
CONTRACTUAL SERVICES	1,130,168.00	142,321.01	0.00	154,600.14	0.00	975,567.86	13.68
COMMODITIES	40,150.00	6,966.39	0.00	12,899.55	0.00	27,250.45	32.13
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	144,000.00	2,524.93	0.00	2,646.93	0.00	141,353.07	1.84
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	588,000.00	0.00	0.00	0.00	0.00	588,000.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL NON-DEPARTMENTAL	 2,365,027.00	 178,439.61	 0.00	 217,683.63	 0.00	 2,147,343.37	 9.20
 TOTAL EXPENDITURES	 2,365,027.00	 178,439.61	 0.00	 217,683.63	 0.00	 2,147,343.37	 9.20
** REVENUE OVER(UNDER) EXPENDITURES *(1,848.00)	55,704.06	0.00	222,826.95	0.00	(224,674.95)	2,057.74-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/ (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 REVENUE & OTHER SOURCES OVER/ UNDER) EXPENDITURES & OTHER (USES)	 (1,848.00)	 55,704.06	 0.00	 222,826.95	 0.00	 (224,674.95)	 2,057.74-

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

612-STORMWATER UTILITY FUND
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
USE OF MONEY & PROPERTY	0.00	0.00	0.00	1,510.81	0.00	(1,510.81)	0.00
OTHER REVENUES	325,000.00	28,156.00	0.00	56,312.00	0.00	268,688.00	17.33
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	325,000.00	28,156.00	0.00	57,822.81	0.00	267,177.19	17.79
<u>EXPENDITURE SUMMARY</u>							
<u>NON-DEPARTMENTAL</u>							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	27,900.00	5,908.45	0.00	5,908.45	0.00	21,991.55	21.18
COMMODITIES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	124,800.00	0.00	0.00	0.00	0.00	124,800.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	195,000.00	0.00	0.00	0.00	0.00	195,000.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	352,700.00	5,908.45	0.00	5,908.45	0.00	346,791.55	1.68
<u>ADMINISTRATION</u>							
PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	352,700.00	5,908.45	0.00	5,908.45	0.00	346,791.55	1.68
** REVENUE OVER(UNDER) EXPENDITURES *(27,700.00)	22,247.55	0.00	51,914.36	0.00	(79,614.36)	187.42-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/(UNDER) EXPENDITURES & OTHER (USES)	(27,700.00)	22,247.55	0.00	51,914.36	0.00	(79,614.36)	187.42-

613-SOLID WASTE UTILITY
FINANCIAL SUMMARY

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% C BUDGET
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REVENUE SUMMARY

TOTAL REVENUES 611,626.00 51,511.59 0.00 102,522.65 0.00 509,103.35 16.7%

EXPENDITURE SUMMARY

NON-DEPARTMENTAL

PERSONNEL SERV. & BENEF.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
CONTRACTUAL SERVICES	597,536.00	52,123.73	0.00	98,710.37	0.00	498,825.63	16.5	
COMMODITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
CAPITAL OUTLAY	3,060.00	0.00	0.00	0.00	0.00	3,060.00	0.0	
	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
OTHER COSTS/MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.0	
TOTAL, NON-DEPARTMENTAL	600,596.00	52,123.73	0.00	98,710.37	0.00	501,885.63	16.4	

ADMINISTRATION

TOTAL EXPENDITURES 600,596.00 52,123.73 0.00 88,710.37 0.00 501,885.63 16,440.00

** REVENUE OVER(UNDER) EXPENDITURES ** 11,030.00 (612.14) 0.00 3,812.28 0.00 7,217.72 34.5
 OTHER FINANCING (USES) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
 NET OTHER SOURCES/(USES) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0

CITY OF VALLEY CENTER
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2025

620-SEWER OPERATING
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LICENSES & PERMITS	0.00	100.00	0.00	100.00	0.00	(100.00)	0.00
CHARGES FOR SERVICES	1,464,579.00	122,785.52	0.00	243,570.63	0.00	1,221,008.37	16.63
USE OF MONEY & PROPERTY	12,360.00	0.00	0.00	5,439.31	0.00	6,920.69	44.01
OTHER REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL REVENUES	 1,476,939.00	 122,885.52	 0.00	 249,109.94	 0.00	 1,227,829.06	 16.87
<u>EXPENDITURE SUMMARY</u>							
NON-DEPARTMENTAL							
PERSONNEL SERV. & BENEF.	405,767.00	30,340.29	0.00	53,713.86	0.00	352,053.14	13.24
CONTRACTUAL SERVICES	466,623.00	23,701.65	0.00	38,687.23	84.00	427,851.77	8.31
COMMODITIES	19,800.00	2,340.39	0.00	3,016.92	0.00	16,783.08	15.24
TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	135,500.00	0.00	0.00	0.00	0.00	135,500.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER COSTS/MISC.	534,550.00	0.00	0.00	0.00	0.00	534,550.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OFFSET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL NON-DEPARTMENTAL	 1,562,240.00	 56,382.33	 0.00	 95,418.01	 84.00	 1,466,737.99	 6.11
 TOTAL EXPENDITURES	 1,562,240.00	 56,382.33	 0.00	 95,418.01	 84.00	 1,466,737.99	 6.11
** REVENUE OVER(UNDER) EXPENDITURES *(85,301.00)	66,503.19	0.00	153,691.93	(84.00)	(238,908.93)	180.08-
OTHER FINANCING (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OTHER SOURCES/ (USES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
 REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	 (85,301.00)	 66,503.19	 0.00	 153,691.93	 (84.00)	 (238,908.93)	 180.08-

Valley Center Senior Center Quarterly Report (January-March 2025)

During the first quarter of the year, there were 1489 sign-ins at the senior center.

The activities are broken down into three categories, baseline, education, and special events.

There are 12 baseline activities:

(e.g. Tuesday/Thursday Senior Lunch, Pickleball, and Wichita State WellREP)

187 people attended a baseline activity, and these 187 individuals attended one or more of the 12 baseline activities a total of 1315 times (sign-ins).

There were 8 educational presentations:

(e.g. Valley Rec Membership Drive, SNAP (Supplemental Nutrition Assistance Program), Consumer Credit Counseling)

46 people attended an educational presentation, and these 46 individuals attended one or more of the 8 educational presentations a total of 142 times (sign-ins).

There were 5 special events:

(e.g. Wichita Community Theatre Fiddler on the Roof, Wichita Children's Theater)

23 people attended a special event, and these 23 individuals attended one or more of the 5 special events a total of 32 times (sign-ins).

Other services offered:

RSVP Transportation Program:

The senior center gave 14 rides.

Red Cross Blood Drive:

4 seniors donated blood during the January 2025 blood drive.

Commodities Distribution: (Every other month)

49 households were served in February.

GOVERNING BODY REPORTS

- A. Mayor Truman**
- B. Councilmember Colbert**
- C. Councilmember Wilson**
- D. Councilmember Bass**
- E. Councilmember Anderson**
- F. Councilmember Gregory**
- G. Councilmember Kerstetter**
- H. Councilmember Evans**
- I. Councilmember Stamm**

ADJOURN